

CITY COUNCIL AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Tuesday, January 18th @ 7:30pm

The public is invited to attend these meetings in person

Attend by phone **City Council**: 1-844-992-4726 Meeting Access Code: 2497 456 1176

Attend by phone **Safety and Public Works Committee 6:15 PM**: 1-844-992-4726 Meeting
Access Code: 2486 236 9425

Attend by phone: **Personnel and Finance Committee 7:00 PM**: 1-844-992-4726 Meeting
Access Code: 2494 768 1954

Meeting is also streamed live on YouTube: www.youtube.com/CityOfBrainerdMN

1. Call To Order - 7:30pm

2. Roll Call

_____ D. Pritschet _____ T. Stenglein _____ T. Erickson _____ M. O'Day

_____ K. Stunek _____ G. Johnson _____ K. Bevans _____ Mayor
Badeaux

3. Pledge Of Allegiance

4. Approval Of Agenda - Voice Vote

5. Consent Calendar

NOTICE TO PUBLIC - all matters listed are considered routine by the Council and will all be enacted by one (1) motion. There will be no separate discussion of these items unless good cause is shown prior to the time the Council votes on the motion to be ADOPTED BY ROLL CALL

A. **Approval Of Bills**

Documents:

011822 COUNCIL INVOICE REGISTER (1).pdf

B. **Approval Of Minutes**

Regular City Council Meeting January 3, 2022

Documents:

2022-01-03 CC Draft.pdf

C. **Approval Of Licenses**

Contractor Licenses

Documents:

20220118 Contractor Licenses.pdf

D. Department Activity Reports

Police Chief Report

Finance Director Report

IT/GIS Report

Community Development Report

Documents:

PD Report.pdf

IT Report.pdf

CDD Report.pdf

E. Resolution- Accepting 4th Quarter Donations 2021

Documents:

4TH QTR 21 DONATIONS.pdf

6. Community Member Of The Month

Documents:

Community Member of the Month.pdf

7. Council Committee Reports

A. Personnel And Finance Committee 7:00 PM

WebEx Teleconference Call-In Information

Call Toll-Free: 1-844-992-4726

Access Code: 2494 768 1954

Documents:

01-18 PF Agenda.pdf

1. Discussion On 2022 Downtown Landscaping

Documents:

2022 Downtown Landscaping.pdf

2. Approve 2022 Street Department Unit Heater Replacements

Documents:

Unit Heater Replacement.pdf

3. Consider The Creation Of An RFP For The Charter Contributions

Documents:

RFP Subcommittee.pdf

4. Annual Authorization To Perform Electronic Transfers

Documents:

Annual Delegation-Electronic Transfers.pdf

5. 2022 Workers' Compensation Renewal - Informational

Documents:

Workers Comp Renewal.pdf

B. Safety And Public Works Committee - 6:15 PM

WebEx Teleconference Call-In Information

Call Toll-Free: 1-844-992-4726

Access Code: 2486 236 9425

Documents:

01-18 SPW Agenda.pdf

1. Approve Event Application - Tour Of The Lakes

Documents:

Event Application - Tour of Lakes.pdf

2. Presentation - Brainerd 2022 Pavement Condition Assessment

Documents:

Pavement Presentation.pdf

3. Presentation - StreetScan Proposal And Software

Documents:

StreetScan Presentation.pdf

4. Review Street Light Policy Capital Project Cost Examples

Documents:

Street Light Policy Implementation Costs.pdf

8. **Unfinished Business**

A. **Committee Recommendations - Recommended By Mayor Badeaux**

Janet Decker- HRA Board (Expires 12/31/2026)

Susan Hardy- Library Board (Expires 12/31/2027)

Patrick Wussow- Public Utilities Commission (Expires 12/31/2026)

B. **Call For Applicants - Informational**

(Application Information at www.ci.brainerd.mn.us/boards/)

Mayor Recommended: (terms to expire on 12/31 of said year)

Cable TV Advisory Committee – 1 term (Expire 2021) – 2 terms (Expire 2022)

Charter Commission – 1 term (Expire 2022)

Rental Dwelling License Board of Appeals – 3 terms (Expire 2022)

Mayor Recommended: (terms to expire 09/07 of said year)

Economic Development Authority (EDA) – 1 term (Expire 2026) – 1 term (Expire 2027)

Council President Recommended: (terms to expire 12/31 of said year)

Planning Commission—1 term (Expire 2023)

Ad Hoc Committees – Applicants Needed

Water Tower Fundraising Committee – Two positions available

9. **New Business**

A. **Consideration Of Rental Ordinance Committee Recommendations**

Documents:

*Consideration of Rental Ordinance Committee
Recommendations.pdf*

B. **Resolution- Establishing The Residential And Commercial
Customer Energy Efficiency Loan Program**

Documents:

Res - RESP Program.pdf

C. **Consideration For City Council Workshop On Code Enforcement
And Conducting A Codification Of The City Code**

Documents:

*Consideration for City Council Workshop on Code Enforcement
and Conducting a Codification of the City Code.pdf*

10. **Public Forum**

Time allocated for citizens to bring matters not on the agenda to the
attention of the Council - Time limits may be imposed

11. **Staff Reports**

(Verbal: Any Updates since Packet)

12. **Mayor's Report**

13. **Council Member Reports**

14. **Adjourn**

Visit the City's Website at www.ci.brainerd.mn.us

MISSION

*"Provide high quality, cost effective public services and leadership in creating
a sustainable city"*

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INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 01/18/2022 - 01/18/2022

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor MISC - 3 DEHNS LLC:							
B21-0006 69496	3 DEHNS LLC BD Bond Refund 101-0000-20200	01/10/2022 pziemer	01/19/2022	1,000.00	1,000.00	Open	N 01/19/2022
	B21-0006			1,000.00			
	Total for vendor MISC - 3 DEHNS LLC:			1,000.00	1,000.00		
Vendor 0011 - ACE HARDWARE:							
302856 69509	ACE HARDWARE HOSE PARTS 225-2220-42210	01/04/2022 pziemer	01/19/2022	36.85	36.85	Open	N 01/19/2022
	OPERATING SUPPLIES			36.85			
297926 69518	ACE HARDWARE PAINT MIXER SPIRAL - MISSING INVOICE 235-3100-42220	12/31/2021 pziemer	01/19/2022	7.19	7.19	Open	N 12/31/2021
	REPAIR & MAINT			7.19			
	Total for vendor 0011 - ACE HARDWARE:			44.04	44.04		
Vendor 2846 - AMERICAN WELDING:							
08255273 69410	AMERICAN WELDING-GAS INC WELDING GAS 235-3125-42220	12/31/2021 pziemer	01/19/2022	59.32	59.32	Open	N 12/31/2021
	REPAIR & MAINT			59.32			
	Total for vendor 2846 - AMERICAN WELDING:			59.32	59.32		
Vendor 0039 - AMERIPRIDE LINE:							
253000090373 69493	ARAMARK UNIFORM SERVICES RUGS AND OVERALLS 235-3100-43430	01/06/2022 pziemer	01/19/2022	103.19	103.19	Open	N 01/19/2022
	MISCELLANEOUS			103.19			
253000087885 69521	ARAMARK UNIFORM SERVICES RUGS AND OVERALLS 235-3100-43430	12/30/2021 pziemer	01/19/2022	74.25	74.25	Open	N 12/31/2021
	MISCELLANEOUS			74.25			
253000082701 69522	ARAMARK UNIFORM SERVICES RUGS AND OVERALLS 235-3100-43430	12/16/2021 pziemer	01/19/2022	74.25	74.25	Open	N 12/31/2021
	MISCELLANEOUS			74.25			
253000077838 69547	ARAMARK UNIFORM SERVICES UNIFORMS 260-9020-42220	12/03/2021 pziemer	01/19/2022	88.76	88.76	Open	N 12/31/2021
	REPAIR & MAINT			88.76			

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
253000080390 69548	ARAMARK UNIFORM SERVICES UNIFORMS 260-9020-42220	12/10/2021 pziemer	01/19/2022	93.76	93.76	Open	N 12/31/2021
	REPAIR & MAINT			93.76			
253000083176 69549	ARAMARK UNIFORM SERVICES UNIFORMS 260-9020-42220	12/17/2021 pziemer	01/19/2022	119.07	119.07	Open	N 12/31/2021
	REPAIR & MAINT			119.07			
253000085843 69550	ARAMARK UNIFORM SERVICES UNIFORMS 260-9020-42220	12/24/2021 pziemer	01/19/2022	88.75	88.75	Open	N 12/31/2021
	REPAIR & MAINT			88.75			
253000088169 69551	ARAMARK UNIFORM SERVICES UNIFORMS 260-9020-42220	12/31/2021 pziemer	01/19/2022	88.76	88.76	Open	N 12/31/2021
	REPAIR & MAINT			88.76			
Total for vendor 0039 - AMERIPRIDE LINE:				730.79	730.79		

Vendor 3489 - APWA-MN CHAPTER:

18455 2022 RENEW

69501	APWA-MN CHAPTER 4/1/22-3/31/23 CHAPTER DUES	01/04/2022 pziemer	01/19/2022	925.00	925.00	Open	N 01/19/2022
	101-1700-43433 DUES & SUBSCRIPTIONS			693.75			
	101-0000-15500 PREPAID EXPENSE			231.25			
Total for vendor 3489 - APWA-MN CHAPTER:				925.00	925.00		

Vendor 3859 - ASL INTERPRETING SERVICES INC:

21.09891

69502	ASL INTERPRETING SERVICES INC SEPT 2021 INTERPRETING SERVICES	12/31/2021 pziemer	01/19/2022	20.00	20.00	Open	N 12/31/2021
	225-2120-43300 PROFESSIONAL SERVICES			20.00			
Total for vendor 3859 - ASL INTERPRETING SERVICES INC:				20.00	20.00		

Vendor 2740 - AT&T MOBILITY:

X01032022/ENG

69411	AT&T MOBILITY ACCT 287292136423 ENG DEPT PHONES	12/25/2021 pziemer	01/19/2022	275.26	275.26	Open	N 12/31/2021
	101-1700-43321 TELEPHONE			275.26			
X01032022/STREETS 69412	AT&T MOBILITY ACCT 287292136423 STREET DEPT PHONES	12/25/2021 pziemer	01/19/2022	137.63	137.63	Open	N 12/31/2021
	237-3190-43321 TELEPHONE			99.40			

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	235-3100-43321	TELEPHONE		38.23			
X01032022/IT 69413	AT&T MOBILITY ACCT 287292136423 IT DEPT PHONES 11/pziemer 101-1800-43321	12/25/2021	01/19/2022	137.63	137.63	Open	N 12/31/2021
	TELEPHONE			137.63			
X01032022/ADMIN 69414	AT&T MOBILITY ACCT 287292136423 ADMIN DEPT PHONES pziemer 101-1400-43321	12/25/2021	01/19/2022	99.40	99.40	Open	N 12/31/2021
	TELEPHONE			99.40			
X01032022/COM DEV 69415	AT&T MOBILITY ACCT 287292136423 COM DEV PHONES pziemer 101-2400-43321	12/25/2021	01/19/2022	99.40	99.40	Open	N 12/31/2021
	TELEPHONE			99.40			
X01032022/PARKS 69416	AT&T MOBILITY ACCT 287292136423 PARKS DEPT PHONES pziemer 230-5200-43321	12/25/2021	01/19/2022	121.13	121.13	Open	N 12/31/2021
	TELEPHONE			121.13			
X01032022/TRANSIT 69417	AT&T MOBILITY ACCT 287292136423 TRANSIT DEPT PHONES pziemer 203-9000-43321	12/25/2021	01/19/2022	49.70	49.70	Open	N 12/31/2021
	TELEPHONE			49.70			
X01032022/PD 69420	AT&T MOBILITY ACCT 287287520356 POLICE DEPT CELL P/pziemer 225-2120-43309 225-2120-43321	12/25/2021	01/19/2022	2,100.59	2,100.59	Open	N 12/31/2021
	COMPUTER TECHNICAL SUPPORT			841.06			
	TELEPHONE			1,259.53			
X01032022/AIRPORT 69552	AT&T MOBILITY ACCT:287291178494 AIRPORT PHONES pziemer 260-9020-43321	12/25/2021	01/19/2022	58.69	58.69	Open	N 12/31/2021
	TELEPHONE			58.69			
Total for vendor 2740 - AT&T MOBILITY:				3,079.43	3,079.43		
Vendor 0745 - BATTERIES PLUS:							
P47586301 69482	BATTERIES PLUS SQD 433 BATTERY 225-2120-42221	01/04/2022 pziemer	01/19/2022	178.50	178.50	Open	N 01/19/2022
	SQUAD CAR REPAIR SUPPLIES			178.50			
P47607944 69483	BATTERIES PLUS CREDIT - SQD 433 BATTERY CORE 225-2120-42221	01/05/2022 pziemer	01/19/2022	(15.00)	(15.00)	Open	N 01/19/2022
	SQUAD CAR REPAIR SUPPLIES			(15.00)			
Total for vendor 0745 - BATTERIES PLUS:				163.50	163.50		

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor 3338 - BIRCHDALE FIRE:							
131663 69542	BIRCHDALE FIRE & SECURITY PREVENTATIVE MAINTENANCE - LESS SALESP 260-9020-42220	01/06/2022 pziemer	01/19/2022	1,040.00 1,040.00	1,040.00	Open	N 01/19/2022
Total for vendor 3338 - BIRCHDALE FIRE:				1,040.00	1,040.00		
Vendor 1339 - BLUEGLOBES, LLC:							
BRD56758 69553	BLUEGLOBES, LLC CORDSET, COUPLINGS, QUARTZ SOCKET 260-9020-42220	12/27/2021 pziemer	01/19/2022	481.39 481.39	481.39	Open	N 12/31/2021
Total for vendor 1339 - BLUEGLOBES, LLC:				481.39	481.39		
Vendor 3120 - BOLTON & MENK:							
0282017 69516	BOLTON & MENK IMP 19-01 THROUGH 12/29/21 401-1901-43300	12/31/2021 pziemer	01/19/2022	1,945.00 1,945.00	1,945.00	Open	N 12/31/2021
Total for vendor 3120 - BOLTON & MENK:				1,945.00	1,945.00		
Vendor 0065 - BOYER TRUCKS RO:							
003P15576 69490	BOYER TRUCKS ROGERS TRUCK 106 LEAF SPRINGS & SHACKLES 235-3125-42220	01/05/2022 pziemer	01/19/2022	979.90 979.90	979.90	Open	N 01/19/2022
003P15998 69520	BOYER TRUCKS ROGERS CREDIT -RETURN TRUCK 106 BUSHINGS 235-3100-42220	01/11/2022 pziemer	01/19/2022	(62.80) (62.80)	(62.80)	Open	N 01/19/2022
Total for vendor 0065 - BOYER TRUCKS RO:				917.10	917.10		
Vendor 3922 - BRAINERD HISTORIC WATER TOWER PRESE:							
1/5/22 69428	BRAINERD HISTORIC WATER TOWER PRESE JOSH & SHEEHAN MILLER WATER TOWER DON 101-0000-20803	01/05/2022 pziemer	01/19/2022	100.00 100.00	100.00	Open	N 01/19/2022
Total for vendor 3922 - BRAINERD HISTORIC WATER TOWER PRESE:				100.00	100.00		
Vendor 0077 - BRAINERD HYDRAU:							

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22690 69543	BRAINERD HYDRAULICS/AIR HYDRAULIC HOSE 260-9020-42230	01/04/2022 pziemer	01/19/2022	26.72	26.72	Open	N 01/19/2022
	REPAIRS-VEHICLES & EQUIP			26.72			
	Total for vendor 0077 - BRAINERD HYDRAU:			26.72	26.72		
Vendor 0081 - BRAINERD MEDICI:							
33718 69503	BRAINERD MEDICAL SUPPLY FIRST AID SUPPLIES 225-2120-42209	01/03/2022 pziemer	01/19/2022	22.36	22.36	Open	N 12/31/2021
	SAFETY EQUIPMENT SUPPLIES			22.36			
	Total for vendor 0081 - BRAINERD MEDICI:			22.36	22.36		
Vendor 0296 - BRAINERD PUBLIC:							
1/11/22 69556	BRAINERD PUBLIC UTILITIES REMIT LOCAL SALES TAX THRU 1/11/22 251-9360-43467	01/12/2022 pziemer	01/19/2022	108,087.59	108,087.59	Open	N 01/19/2022
	REMIT LOCAL SALES TAX COLLECT			108,087.59			
	Total for vendor 0296 - BRAINERD PUBLIC:			108,087.59	108,087.59		
Vendor 3541 - BRAINERD ROTARY:							
11628 69581	BRAINERD ROTARY 4TH QTR DUES JAN-MAR 101-1400-43433	01/01/2022 pziemer	01/19/2022	160.00	160.00	Open	N 01/19/2022
	DUES & SUBSCRIPTIONS			160.00			
	Total for vendor 3541 - BRAINERD ROTARY:			160.00	160.00		
Vendor 0816 - BUSH, MARVIN:							
1/6/22 69478	BUSH, MARVIN STEEL TOE BOOT REIMBURSEMENT 235-3100-42220	01/06/2022 pziemer	01/19/2022	98.00	98.00	Open	N 01/19/2022
	REPAIR & MAINT			98.00			
	Total for vendor 0816 - BUSH, MARVIN:			98.00	98.00		
Vendor 0102 - CANON FINANCIAL:							
27958082 69579	CANON FINANCIAL SERVICE 1/20/22-2/19/22 FD COPIER LEASE 225-2220-43331	01/13/2022 pziemer	01/19/2022	67.27	67.27	Open	N 01/19/2022
	LEASED PAYMENTS			67.27			
27958083 69580	CANON FINANCIAL SERVICE 1/20/22-2/19/22 LIBRARY COPIER LEASE	01/13/2022 pziemer	01/19/2022	100.06	100.06	Open	N 01/19/2022

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	211-5505-43430	MISC - COPY MACHINE PYMTS		100.06			
	Total for vendor 0102 - CANON FINANCIAL:			167.33	167.33		
Vendor 0447 - CDW GOVERNMENT,:							
Q259045							
69524	CDW GOVERNMENT, INC	12/29/2021	01/19/2022	75.27	75.27	Open	N
	TONER - PD	pziemer					12/31/2021
	225-2120-42200	OFFICE SUPPLIES		75.27			
	Total for vendor 0447 - CDW GOVERNMENT,:			75.27	75.27		
Vendor 1333 - CHAMBERLAIN OIL:							
382939-00							
69476	CHAMBERLAIN OIL COMPANY	01/05/2022	01/19/2022	379.50	379.50	Open	N
	DIESEL EXHAUST FLUID	pziemer					01/19/2022
	235-3125-42220	REPAIR & MAINT		379.50			
	Total for vendor 1333 - CHAMBERLAIN OIL:			379.50	379.50		
Vendor 0122 - COMMUNITY ACTIO:							
JAN 2022							
69540	COMMUNITY ACTION	01/12/2022	01/19/2022	8,895.67	8,895.67	Open	N
	2022 JANUARY LEVY REMIT	pziemer					01/19/2022
	101-9200-43460	REMIT COMMUNITY ACTION LEVY		8,895.67			
	Total for vendor 0122 - COMMUNITY ACTIO:			8,895.67	8,895.67		
Vendor 0136 - CWC ATTORNEY:							
ICR18007466.							
69561	CWC ATTORNEY	12/01/2021	01/19/2022	12.40	12.40	Open	N
	ICR 18007466	pziemer					12/31/2021
	223-0000-22800	OTHER LIABILITIES		12.40			
ICR 20001224.							
69562	CWC ATTORNEY	12/01/2021	01/19/2022	11.00	11.00	Open	N
	ICR 20001224	pziemer					12/31/2021
	223-0000-22800	OTHER LIABILITIES		11.00			
ICR 19008564.							
69563	CWC ATTORNEY	12/01/2021	01/19/2022	20.00	20.00	Open	N
	ICR 19008564	pziemer					12/31/2021
	223-0000-22800	OTHER LIABILITIES		20.00			
ICR 19008650.							
69564	CWC ATTORNEY	12/31/2021	01/19/2022	16.50	16.50	Open	N
	ICR 19008650	pziemer					12/31/2021
	224-0000-22800	OTHER LIABILITIES		16.50			

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ICR 20014495. 69566	CWC ATTORNEY ICR 20014495 223-0000-22800	12/31/2021 pziemer	01/19/2022	32.00	32.00	Open	N 12/31/2021
	OTHER LIABILITIES			32.00			
ICR 20014628. 69567	CWC ATTORNEY ICR 20014628 223-0000-22800	12/07/2021 pziemer	01/19/2022	72.00	72.00	Open	N 12/31/2021
	OTHER LIABILITIES			72.00			
ICR 21006812. 69568	CWC ATTORNEY ICR 21006812 223-0000-22800	12/07/2021 pziemer	01/19/2022	111.00	111.00	Open	N 12/31/2021
	OTHER LIABILITIES			111.00			
ICR 20013525. 69569	CWC ATTORNEY ICR 20013525 223-0000-22800	12/07/2021 pziemer	01/19/2022	40.00	40.00	Open	N 12/31/2021
	OTHER LIABILITIES			40.00			
Total for vendor 0136 - CWC ATTORNEY:				314.90	314.90		

Vendor 0132 - CWC HIGHWAY DEP:

4745 69523	CWC HIGHWAY DEPT DEC 2021 TRANSIT FUEL 203-9000-42212	01/01/2022 pziemer	01/19/2022	4,383.34	4,383.34	Open	N 12/31/2021
	MOTOR FUELS			4,383.34			
Total for vendor 0132 - CWC HIGHWAY DEP:				4,383.34	4,383.34		

Vendor 0135 - CWC TREASURER:

4718 69489	CWC TREASURER JAN 2021 SHARED SERVICES 101-9200-43300 211-5500-42220	01/01/2022 pziemer	01/19/2022	8,050.00	8,050.00	Open	N 01/19/2022
	PROFESSIONAL SERVICES			7,425.00			
	REPAIR & MAINT			625.00			
Total for vendor 0135 - CWC TREASURER:				8,050.00	8,050.00		

Vendor 2742 - DVS:

SQD 444 2022 69557	DVS SQD 444 MN REGISTRATION RENEWAL 225-2120-42221	01/12/2022 pziemer	01/19/2022	14.25	14.25	Open	N 01/19/2022
	SQUAD CAR REPAIR SUPPLIES			14.25			
SQD 402 2022 69558	DVS SQD 402 2022 MN REGISTRATION RENEWAL 225-2120-42221	01/12/2022 pziemer	01/19/2022	14.25	14.25	Open	N 01/19/2022
	SQUAD CAR REPAIR SUPPLIES			14.25			

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
SAD 405 2022 69559	DVS SQD 405 2022 MN REGISTRATION RENEWAL pziemer 225-2120-42221	01/12/2022	01/19/2022	14.25	14.25	Open	N 01/19/2022
	SQUAD CAR REPAIR SUPPLIES			14.25			
	Total for vendor 2742 - DVS:			42.75	42.75		
Vendor 3800 - ENVIROTECH:							
65329/CITY HALL 69505	ENVIROTECH OCTOBER 21 CITY HALL JANITORIAL 101-1940-43300	12/31/2021 pziemer	01/19/2022	1,765.00	1,765.00	Open	N 12/31/2021
	PROFESSIONAL SERVICES			1,765.00			
65329/FIRE DEPT 69506	ENVIROTECH OCT 2021 FIRE DEPT JANITORIAL 225-2220-43380	12/31/2021 pziemer	01/19/2022	238.00	238.00	Open	N 12/31/2021
	UTILITIES			238.00			
65329/POLICE 69507	ENVIROTECH OCT 2021 POLICE DEPT JANITORIAL 225-2120-43380	12/31/2021 pziemer	01/19/2022	1,255.00	1,255.00	Open	N 12/31/2021
	UTILITIES			1,255.00			
65329/STREETS 69508	ENVIROTECH OCT 2021 STREET DEPT JANITORIAL 235-3100-43380	12/31/2021 pziemer	01/19/2022	238.00	238.00	Open	N 12/31/2021
	UTILITIES			238.00			
	Total for vendor 3800 - ENVIROTECH:			3,496.00	3,496.00		
Vendor 1815 - F.I.R.E. CROSSL:							
5362 69510	F.I.R.E. CROSSLAKE FIRE BEHAVIOR-FLOW PATH TRAINING 225-2220-43330	01/10/2022 pziemer	01/19/2022	600.00	600.00	Open	N 01/19/2022
	PROFESSIONAL DEVELOPMENT			600.00			
5350 69511	F.I.R.E. CROSSLAKE EMS REFRESHER TRAINING 225-2220-43330	01/03/2022 pziemer	01/19/2022	500.00	500.00	Open	N 01/19/2022
	PROFESSIONAL DEVELOPMENT			500.00			
	Total for vendor 1815 - F.I.R.E. CROSSL:			1,100.00	1,100.00		
Vendor 3402 - FLEETPRIDE:							
88939336 69495	FLEETPRIDE TRUCK 106 EXHAUST ELBOW & CLAMPS 235-3125-42220	01/06/2022 pziemer	01/19/2022	131.20	131.20	Open	N 01/19/2022
	REPAIR & MAINT			131.20			

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
89042599 69519	FLEETPRIDE TRUCK 106 AIRLINE REPAIR - LESS SALE\$ 235-3125-42220	01/07/2022 pziemer	01/19/2022	111.16 111.16	111.16	Open	N 01/19/2022
	Total for vendor 3402 - FLEETPRIDE:			242.36	242.36		
Vendor 0071 - FORUM COMMUNICA:							
MP3161231221 69576	FORUM COMMUNICATIONS COMPANY DEC 2021 LEGAL NOTICES 295-6510-43350 101-2400-43350	12/31/2021 pziemer	01/19/2022	188.95 60.60 128.35	188.95	Open	N 12/31/2021
	Total for vendor 0071 - FORUM COMMUNICA:			188.95	188.95		
Vendor 0200 - HEARTLAND ANIMA:							
12/31/2021 69515	HEARTLAND ANIMAL RESCUE DEC 2021 ANIMAL BOARDING/ADMIN FEE 225-2700-43430 225-2700-43300	12/31/2021 pziemer	01/19/2022	2,505.00 693.00 1,812.00	2,505.00	Open	N 12/31/2021
	Total for vendor 0200 - HEARTLAND ANIMA:			2,505.00	2,505.00		
Vendor 0433 - HILLYARD:							
604554678 69575	HILLYARD JANITORIAL SUPPLIES 260-9020-42220	12/01/2021 pziemer	01/19/2022	102.22 102.22	102.22	Open	N 12/31/2021
	Total for vendor 0433 - HILLYARD:			102.22	102.22		
Vendor 0203 - HOLDEN ELECTRIC:							
65478 69512	HOLDEN ELECTRIC CIVIL DEFENSE SIREN - STATE HOSPITAL 225-2500-42210	12/31/2021 pziemer	01/19/2022	169.05 169.05	169.05	Open	N 12/31/2021
	Total for vendor 0203 - HOLDEN ELECTRIC:			169.05	169.05		
Vendor 3636 - HRGREEN:							
149384 69498	HRGREEN IMP 21-15 THROUGH 12/31/21 401-9030-43300-21:15	12/31/2021 pziemer	01/19/2022	4,117.50 4,117.50	4,117.50	Open	N 12/31/2021
	Total for vendor 3636 - HRGREEN:			4,117.50	4,117.50		

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Vendor 3202 - INNOVATIVE OFFI:							
IN3605411 69422	INNOVATIVE OFFICE SOLUTIONS LLC EXPANDING FILES 225-2120-42200	12/30/2021 pziemer	01/19/2022	16.60	16.60	Open	N 12/31/2021
	OFFICE SUPPLIES			16.60			
	Total for vendor 3202 - INNOVATIVE OFFI:			16.60	16.60		
Vendor 3421 - JOBSHQ:							
2283185 69577	JOBSHQ AIRPORT EXEC. ASST. JOB POSTINGS NOV 260-9020-43340	12/31/2021 pziemer	01/19/2022	650.00	650.00	Open	N 12/31/2021
	ADVERTISING/PROMOTION			650.00			
	Total for vendor 3421 - JOBSHQ:			650.00	650.00		
Vendor 0313 - LAKES AREA SENI:							
JAN 2022 69541	LAKES AREA SENIOR CENTER 2022 JANUARY LEVY REMIT 101-9200-43461	01/12/2022 pziemer	01/19/2022	8,895.67	8,895.67	Open	N 01/19/2022
	REMIT SENIOR CITIZEN LEVY			8,895.67			
	Total for vendor 0313 - LAKES AREA SENI:			8,895.67	8,895.67		
Vendor 3674 - LEXIPOL, LLC:							
INVLEX80 69423	LEXIPOL, LLC POLICY MANUAL & TRAINING BULLETINS 225-2120-43300	01/01/2022 pziemer	01/19/2022	12,768.00	12,768.00	Open	N 01/19/2022
	PROFESSIONAL SERVICES			6,384.00			
	PROFESSIONAL DEVELOPMENT			6,384.00			
	Total for vendor 3674 - LEXIPOL, LLC:			12,768.00	12,768.00		
Vendor 0235 - LITTLE FALLS MA:							
362951 69525	LITTLE FALLS MACHINE INC TRUCK 103 SCRAPER REPAIR 235-3125-42220	01/05/2022 pziemer	01/19/2022	1,063.04	1,063.04	Open	N 01/19/2022
	REPAIR & MAINT			1,063.04			
	Total for vendor 0235 - LITTLE FALLS MA:			1,063.04	1,063.04		
Vendor 0232 - LMCIT-BERKLEY:							
10002612/1ST 2022 69555	LEAGUE MN CITIES INS TRUS CITY SHARE WORK COMP 1ST QTR 2022 280-0000-41150	01/06/2022 pziemer	01/19/2022	66,267.75	66,267.75	Open	N 01/19/2022
	WORKERS COMP			54,766.50			
	WORKERS COMP			11,501.25			

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
	Total for vendor 0232 - LMCIT-BERKLEY:			66,267.75	66,267.75		
Vendor 0239 - MACQUEEN EQUIPM:							
P39305 69491	MACQUEEN EQUIPMENT INC SNOW BLOWER KEY SWITCH 235-3125-42220	01/07/2022 pziemer	01/19/2022	102.74	102.74	Open	N 01/19/2022
	REPAIR & MAINT			102.74			
	Total for vendor 0239 - MACQUEEN EQUIPM:			102.74	102.74		
Vendor 1753 - MARCO:							
INV9472222 69407	MARCO SUPPORT - DUO AUTHENTICATION ISSUE 1 101-1800-43300	12/27/2021 pziemer	01/19/2022	240.00	240.00	Open	N 12/31/2021
	PROFESSIONAL SERVICES			240.00			
INV9481357 69409	MARCO SUPPORT - EXCHANGE CERT AND DUO 12/21 101-1800-43300	12/29/2021 pziemer	01/19/2022	1,098.00	1,098.00	Open	N 12/31/2021
	PROFESSIONAL SERVICES			1,098.00			
	Total for vendor 1753 - MARCO:			1,338.00	1,338.00		
Vendor 0243 - MARCO FINANCING:							
462526542 69582	MARCO FINANCING 2/1/22-5/1/22 COPIER LEASE 101-1800-43331	01/07/2022 pziemer	01/19/2022	1,384.75	1,384.75	Open	N 01/19/2022
	LEASE PAYMENTS			1,384.75			
	Total for vendor 0243 - MARCO FINANCING:			1,384.75	1,384.75		
Vendor 1384 - MARTIN-MCALLIST:							
14350 69484	MARTIN-MCALLISTER POLICE ASSESSMENT/POTENTIAL HIRE 225-2120-43300	12/31/2021 pziemer	01/19/2022	550.00	550.00	Open	N 12/31/2021
	PROFESSIONAL SERVICES			550.00			
	Total for vendor 1384 - MARTIN-MCALLIST:			550.00	550.00		
Vendor 3234 - MID-STATES ORGA:							
43104-454 69532	MID-STATES ORGANIZED CRIME INFO 2022 MEMBERSHIP FEE 225-2120-43433	01/03/2022 pziemer	01/19/2022	150.00	150.00	Open	N 01/19/2022
	DUES & SUBSCRIPTIONS			150.00			
	Total for vendor 3234 - MID-STATES ORGA:			150.00	150.00		
Vendor 0260 - MN BUREAU OF CR:							

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00000685228							
69421	MN BUREAU OF CRIM APPREHENSION CJDN CONNECT 4TH QTR 2021 225-2120-43321	12/31/2021 pziemer	01/19/2022	390.00	390.00	Open	N 12/31/2021
	TELEPHONE			390.00			
	Total for vendor 0260 - MN BUREAU OF CR:			390.00	390.00		

Vendor 0270 - MN DEPT LABOR &:

4TH QTR 21							
69398	MN DEPT LABOR & INDUSTRY DECEMBER0350152021 - SURCHARGE REMIT 101-0000-21800	12/31/2021 pziemer	01/19/2022	1,891.62	1,891.62	Open	N 01/19/2022
	SURCHARGE PAYABLE TO STATE			1,891.62			
	Total for vendor 0270 - MN DEPT LABOR &:			1,891.62	1,891.62		

Vendor 1448 - MN DEPT OF TRAN:

P00015051							
69494	MN DEPT OF TRANSPORTATION TRAFFIC SIGNAL MAINTENANCE 235-3100-42220	01/06/2022 pziemer	01/19/2022	125.71	125.71	Open	N 01/19/2022
	REPAIR & MAINT			125.71			
	Total for vendor 1448 - MN DEPT OF TRAN:			125.71	125.71		

Vendor 3168 - MOTORS-N-MORE:

28905							
69485	MOTORS-N-MORE SQD 433 BATTERY INSTALL 225-2120-42221	01/05/2022 pziemer	01/19/2022	86.00	86.00	Open	N 01/19/2022
	SQUAD CAR REPAIR SUPPLIES			86.00			
28915							
69535	MOTORS-N-MORE SQD 434 OIL CHANGE & STEERING CHECK 225-2120-42221	01/11/2022 pziemer	01/19/2022	43.00	43.00	Open	N 01/19/2022
	SQUAD CAR REPAIR SUPPLIES			43.00			
28918							
69536	MOTORS-N-MORE SQD 435 OIL CHANGE 225-2120-42221	01/11/2022 pziemer	01/19/2022	23.00	23.00	Open	N 01/19/2022
	SQUAD CAR REPAIR SUPPLIES			23.00			
28919							
69537	MOTORS-N-MORE SQD 432 - OIL CHANGE 225-2120-42221	01/11/2022 pziemer	01/19/2022	23.00	23.00	Open	N 01/19/2022
	SQUAD CAR REPAIR SUPPLIES			23.00			
	Total for vendor 3168 - MOTORS-N-MORE:			175.00	175.00		

Vendor MISC - MYHRA, ERIC & DAWN:

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
B21-0004 69497	MYHRA, ERIC & DAWN BD Bond Refund 101-0000-20200	01/10/2022 pziemer	01/19/2022	1,000.00	1,000.00	Open	N 01/19/2022
	B21-0004			1,000.00			
	Total for vendor MISC - MYHRA, ERIC & DAWN:			1,000.00	1,000.00		
Vendor 0614 - NOR-SON, INC.:							
3792 -PAY REQ 1 69481	NOR-SON, INC. ST & SWR REMODEL PAY REQ 1 400-2001-45530	12/23/2021 pziemer	01/19/2022	168,381.80	168,381.80	Open	N 12/31/2021
	PYMTS TO CONTRACTORS			168,381.80			
	Total for vendor 0614 - NOR-SON, INC.:			168,381.80	168,381.80		
Vendor 1153 - NORTHLAND ARBOR:							
JAN 2022 69539	NORTHLAND ARBORETUM 2022 JANUARY LEVY REMIT 101-9200-43462	01/12/2022 pziemer	01/19/2022	8,895.67	8,895.67	Open	N 01/19/2022
	REMIT ARBORETUM LEVY			8,895.67			
	Total for vendor 1153 - NORTHLAND ARBOR:			8,895.67	8,895.67		
Vendor 0736 - NORTHLAND FIRE:							
47766 69513	NORTHLAND FIRE PROTECTION 2021 ANNUAL SPRINKLER INSPECTION - FIP 225-2220-43300	01/03/2022 pziemer	01/19/2022	250.00	250.00	Open	N 12/31/2021
	PROFESSIONAL SERVICES			250.00			
	Total for vendor 0736 - NORTHLAND FIRE:			250.00	250.00		
Vendor 1614 - NORTHPOINT AVIA:							
AV-21-1297 69583	NORTHPOINT AVIATION TRUCK RADIO REPAIRS 260-9020-42230	12/01/2021 pziemer	01/19/2022	910.41	910.41	Open	N 12/31/2021
	REPAIRS-VEHICLES & EQUIP			910.41			
	Total for vendor 1614 - NORTHPOINT AVIA:			910.41	910.41		
Vendor 3474 - PAULINES TAILOR:							
976343 69424	PAULINES TAILOR SHOP 715 & 714 UNIFORM ALTERATIONS 225-2120-41113	12/22/2021 pziemer	01/19/2022	26.00	26.00	Open	N 12/31/2021
	UNIFORM ALLOWANCE			26.00			
976344 69514	PAULINES TAILOR SHOP SEW ON 4 NAMEPLATES	12/22/2021 pziemer	01/19/2022	24.00	24.00	Open	N 12/31/2021

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	GL Distribution 225-2220-41113						
	UNIFORM ALLOWANCE			24.00			
	Total for vendor 3474 - PAULINES TAILOR:			50.00	50.00		
Vendor 3458 - PETROCHOICE:							
50755421-ADJ 69533	PETROCHOICE EQUIPMENT OIL 260-9020-42220	12/07/2021 pziemer	01/19/2022	2,684.37	2,684.37	Open	N 01/19/2022
	REPAIR & MAINT			2,684.37			
	Total for vendor 3458 - PETROCHOICE:			2,684.37	2,684.37		
Vendor 2487 - RAILROAD MANAGE:							
452476 69408	RAILROAD MANAGEMENT COMPANY LIC#302048 4/16/22-4/15/23 238-3160-43430	12/27/2021 pziemer	01/19/2022	700.00	700.00	Open	N 01/19/2022
	MISCELLANEOUS			700.00			
	Total for vendor 2487 - RAILROAD MANAGE:			700.00	700.00		
Vendor 3366 - RASINSKI TOTAL:							
2970 69544	RASINSKI TOTAL DOOR SERVICE LLC RE-KEY HANGAR 33 & 11 260-9020-42220	12/01/2021 pziemer	01/19/2022	290.50	290.50	Open	N 12/31/2021
	REPAIR & MAINT			290.50			
	Total for vendor 3366 - RASINSKI TOTAL:			290.50	290.50		
Vendor 3410 - ROUTE MATCH SOF:							
6673 69479	ROUTE MATCH SOFTWARE LLC 2022 TABLET DATA PLANS DISPATCHING/S 203-9000-43309	01/03/2022 pziemer	01/19/2022	1,800.00	1,800.00	Open	N 01/19/2022
	COMPUTER TECHINCAL SUPPORT			1,800.00			
	Total for vendor 3410 - ROUTE MATCH SOF:			1,800.00	1,800.00		
Vendor 3768 - SADUSKY RENOVATIONS:							
37 69396	SADUSKY RENOVATIONS 12/16/21-12/28/21 INSPECTION SERVICES 101-2400-43300	12/31/2021 pziemer	01/19/2022	5,630.16	5,630.16	Open	N 12/31/2021
	PROFESSIONAL SERVICES			5,630.16			
	Total for vendor 3768 - SADUSKY RENOVATIONS:			5,630.16	5,630.16		
Vendor 3612 - SEVERSON PORTER:							
ICR 21005345. 69565	SEVERSON PORTER LAW ICR 21005345	12/31/2021 pziemer	01/19/2022	46.50	46.50	Open	N 12/31/2021

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
	224-0000-22800	OTHER LIABILITIES		46.50			
	Total for vendor 3612 - SEVERSON PORTER:			46.50	46.50		
Vendor 0317 - SHORT ELLIOTT :							
417731 69397	SHORT ELLIOTT HENDRICKSON BRD MN I&I SEWER STUDY 237-3190-43300	12/20/2021 pziemer	01/19/2022	6,035.30	6,035.30	Open	N 12/31/2021
	PROFESSIONAL SERVICES			6,035.30			
	Total for vendor 0317 - SHORT ELLIOTT :			6,035.30	6,035.30		
Vendor 3600 - STEPHANIE BESTU:							
1/11/22 69560	BESTUL, STEPHANIE BLDG OFFICIALS INSTITUTE - MILEAGE/R 101-2400-43330	01/11/2022 pziemer	01/19/2022	285.28	285.28	Open	N 01/19/2022
	PROFESSIONAL DEVELOPMENT			285.28			
	Total for vendor 3600 - STEPHANIE BESTU:			285.28	285.28		
Vendor 0322 - STREICHERS PROF:							
I1541801 69425	STREICHERS PROF EQUIP 724SK INITIAL ISSUE 225-2120-41113	12/22/2021 pziemer	01/19/2022	924.83	924.83	Open	N 12/31/2021
	UNIFORM ALLOWANCE			924.83			
I1541898 69426	STREICHERS PROF EQUIP 724SK - INITIAL ISSUE 225-2120-41113	12/23/2021 pziemer	01/19/2022	133.95	133.95	Open	N 12/31/2021
	UNIFORM ALLOWANCE			133.95			
I1542371 69427	STREICHERS PROF EQUIP FLASHLIGHT BATTERIES (715 & SPARE) 225-2120-42210	12/28/2021 pziemer	01/19/2022	49.97	49.97	Open	N 12/31/2021
	OPERATING SUPPLIES			49.97			
I1543916 69504	STREICHERS PROF EQUIP 725BJ INITIAL ISSUE 225-2120-41113	01/04/2022 pziemer	01/19/2022	99.99	99.99	Open	N 01/19/2022
	UNIFORM ALLOWANCE			99.99			
I1544371 69538	STREICHERS PROF EQUIP 702JD UNIFORM PANTS AND SHIRT 225-2120-41113	01/06/2022 pziemer	01/19/2022	221.96	221.96	Open	N 01/19/2022
	UNIFORM ALLOWANCE			221.96			
	Total for vendor 0322 - STREICHERS PROF:			1,430.70	1,430.70		
Vendor 0329 - TOMS BACKHOE SE:							

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7066 69405	TOMS BACKHOE SERVICE INC 12/29 BASE PLUS 2 IN SNOWFALL 235-3125-43402	12/30/2021 pziemer	01/19/2022	10,627.60 10,627.60	10,627.60	Open	N 12/31/2021
7050 69406	TOMS BACKHOE SERVICE INC 12/27 BASE PLUS 14 IN DOWNTOWN SNOW 235-3125-43402	12/30/2021 pziemer	01/19/2022	32,842.84 32,842.84	32,842.84	Open	N 12/31/2021
7069 69480	TOMS BACKHOE SERVICE INC SIDE DUMP TRUCK RENTAL 12/30/21 235-3125-42220	01/03/2022 pziemer	01/19/2022	2,415.00 2,415.00	2,415.00	Open	N 12/31/2021
7075 69517	TOMS BACKHOE SERVICE INC 1/6/2022 BASE CONTRACT SNOW REMOVAL 235-3125-43402	01/07/2022 pziemer	01/19/2022	6,925.06 6,925.06	6,925.06	Open	N 01/19/2022
Total for vendor 0329 - TOMS BACKHOE SE:				52,810.50	52,810.50		

Vendor 3125 - UNITED ROTARY B:

CI278249 69554	UNITED ROTARY BRUSH CORPORATION POLU WAFER, WIRE WAFER 260-9020-42220	12/31/2021 pziemer	01/19/2022	9,530.54 9,530.54	9,530.54	Open	N 12/31/2021
Total for vendor 3125 - UNITED ROTARY B:				9,530.54	9,530.54		

Vendor 1612 - US BANK:

6372871 69486	US BANK GO IMP BONDS 2011A 313-7920-46620	12/24/2021 pziemer	01/19/2022	500.00 500.00	500.00	Open	N 01/19/2022
6365517 69487	US BANK GO IMP BONDS 2013A 317-7960-46620	12/24/2021 pziemer	01/19/2022	500.00 500.00	500.00	Open	N 01/19/2022
6365493 69488	US BANK GO IMP BONDS 2012A 316-7950-46620	12/24/2021 pziemer	01/19/2022	500.00 500.00	500.00	Open	N 01/19/2022
Total for vendor 1612 - US BANK:				1,500.00	1,500.00		

Vendor 2924 - VERIZON WIRELES:

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9895734417/PARKS							
69418	VERIZON WIRELESS	12/23/2021	01/19/2022	86.26	86.26	Open	N
	11/24-12/23 PARKS PHONES	pziemer					12/31/2021
	230-5200-43321	TELEPHONE		86.26			
9895734417/ADMIN							
69419	VERIZON WIRELESS	12/23/2021	01/19/2022	46.25	46.25	Open	N
	11/24-12/23 HR CELL PHONE	pziemer					12/31/2021
	101-1400-43321	TELEPHONE		46.25			
Total for vendor 2924 - VERIZON WIRELES:				132.51	132.51		
Vendor 0087 - VISIT BRAINERD:							
DEC 2021							
69534	VISIT BRAINERD	12/31/2021	01/19/2022	2,230.06	2,230.06	Open	N
	REMIT DEC 2021 LODGING TAX	pziemer					12/31/2021
	101-9200-43340	LODGING TAX REMIT/PR		2,230.06			
Total for vendor 0087 - VISIT BRAINERD:				2,230.06	2,230.06		
Vendor 0344 - WASTE PARTNERS:							
1CX42311							
69399	WASTE PARTNERS INC	12/31/2021	01/19/2022	175.50	175.50	Open	N
	DEC 21 DWNTWN WASTE REMOVAL	pziemer					12/31/2021
	401-1003-43300	PROFESSIONAL SERVICES		175.50			
1CX42313							
69400	WASTE PARTNERS INC	12/31/2021	01/19/2022	58.50	58.50	Open	N
	DEC 21 WASTE OIL	pziemer					12/31/2021
	227-3230-43428	USED OIL RECYCLING EXPENSE		58.50			
1CX42308							
69401	WASTE PARTNERS INC	12/31/2021	01/19/2022	87.75	87.75	Open	N
	DEC 21 STREET DEPT WASTE REMOVAL	pziemer					12/31/2021
	235-3100-43380	UTILITIES		87.75			
1CX42312							
69402	WASTE PARTNERS INC	12/31/2021	01/19/2022	124.45	124.45	Open	N
	DEC 21 PD WASTE REMOVAL	pziemer					12/31/2021
	225-2120-43380	UTILITIES		124.45			
1CX42309							
69403	WASTE PARTNERS INC	12/31/2021	01/19/2022	93.60	93.60	Open	N
	DEC 21 FIRE DEPT WASTE REMOVAL	pziemer					12/31/2021
	225-2220-43380	UTILITIES		93.60			
1CX42310							
69404	WASTE PARTNERS INC	12/31/2021	01/19/2022	98.50	98.50	Open	N
	DEC 21 CITY HALL WASTE REMOVAL	pziemer					12/31/2021
	101-1940-43380	UTILITIES		98.50			

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Total for vendor 0344 - WASTE PARTNERS:				638.30	638.30		
Vendor 3199 - WEX BANK:							
77167263/CD 69526	WEX BANK DEC 2021 COM DEV FUEL 101-2400-42212	12/31/2021 pziemer	01/19/2022	69.07	69.07	Open	N 12/31/2021
	MOTOR FUELS			69.07			
77167263/FD 69527	WEX BANK DEC 2021 FIRE DEPT FUEL 225-2220-42212	12/31/2021 pziemer	01/19/2022	975.76	975.76	Open	N 12/31/2021
	MOTOR FUELS			975.76			
77167263/PARKS 69528	WEX BANK DEC 2021 PARKS DEPT FUEL 230-5200-42212	12/31/2021 pziemer	01/19/2022	1,559.26	1,559.26	Open	N 12/31/2021
	MOTOR FUELS			1,559.26			
77167263/PD 69529*	WEX BANK DEC 2021 POLICE DEPT FUEL 225-2120-42212	12/31/2021 pziemer	01/19/2022	4,566.99	4,566.99	Open	N 12/31/2021
	MOTOR FUELS			4,648.48			
	MOTOR FUELS			(81.49)			
77167263/STRTS 69530*	WEX BANK DEC 2021 STREET DEPT FUEL 235-3125-42212	12/31/2021 pziemer	01/19/2022	12,440.07	12,440.07	Open	N 12/31/2021
	MOTOR FUELS			12,441.09			
	MOTOR FUELS			(1.02)			
77167263/CREDIT 69578	WEX BANK CREDIT FOR LATE FEE CHARGED 101-0000-11500	12/31/2021 pziemer	01/19/2022	(1,393.65)	(1,393.65)	Open	N 12/31/2021
	ACCOUNTS RECEIVABLE			(1,393.65)			
Total for vendor 3199 - WEX BANK:				18,217.50	18,217.50		
Vendor 1159 - WINNERS TROPHY/:							
11850 69429	WINNERS TROPHY AMUSEMENT TAGS ENGRAVING 2022 101-1400-42210	12/30/2021 pziemer	01/19/2022	302.50	302.50	Open	N 01/19/2022
	OPERATING SUPPLIES			302.50			
Total for vendor 1159 - WINNERS TROPHY/:				302.50	302.50		
Vendor 0354 - ZIEGLER, INC:							
IN000381730 69477	ZIEGLER, INC CATERPILLAR O-RINGS	01/06/2022 pziemer	01/19/2022	13.60	13.60	Open	N 01/19/2022

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	235-3125-42220	REPAIR & MAINT		13.60			
CM000046462 69492	ZIEGLER, INC CATERPILLAR O-RINGS CREDIT 235-3125-42220	01/07/2022 pziemer	01/19/2022	(13.60)	(13.60)	Open	N 01/19/2022
	235-3125-42220	REPAIR & MAINT		(13.60)			
IN000384823 69499	ZIEGLER, INC LOADER 115 HYDRAULIC HOSE 235-3125-42220	01/08/2022 pziemer	01/19/2022	95.48	95.48	Open	N 01/19/2022
	235-3125-42220	REPAIR & MAINT		95.48			
IN000384368 69500	ZIEGLER, INC LOADER SNOW PLOW O-RINGS 235-3125-42220	01/08/2022 pziemer	01/19/2022	9.52	9.52	Open	N 01/19/2022
	235-3125-42220	REPAIR & MAINT		9.52			
IN000386239 69531	ZIEGLER, INC LOADER 115 FILTER SET 235-3125-42220	01/11/2022 pziemer	01/19/2022	223.86	223.86	Open	N 01/19/2022
	235-3125-42220	REPAIR & MAINT		223.86			
IN000376258 69545	ZIEGLER, INC MOTOR GP ELE 260-9020-42230	12/31/2021 pziemer	01/19/2022	1,134.02	1,134.02	Open	N 12/31/2021
	260-9020-42230	REPAIRS-VEHICLES & EQUIP		1,134.02			
CM000046199 69546	ZIEGLER, INC RETURN MOTOR GP ELE 260-9020-42230	01/06/2022 pziemer	01/19/2022	(963.92)	(963.92)	Open	N 01/19/2022
	260-9020-42230	REPAIRS-VEHICLES & EQUIP		(963.92)			
Total for vendor 0354 - ZIEGLER, INC:				498.96	498.96		

# of Invoices:	132	# Due:	132	Totals:	535,599.49	535,599.49
# of Credit Memos:	5	# Due:	5	Totals:	(2,448.97)	(2,448.97)
Net of Invoices and Credit Memos:					533,150.52	533,150.52

* 2 Net Invoices have Credits Totalling: (82.51)

--- TOTALS BY GL DISTRIBUTION ---

101-0000-11500	ACCOUNTS RECEIVABLE	(1,393.65)
101-0000-15500	PREPAID EXPENSE	231.25
101-0000-20200	B21-0006	2,000.00
101-0000-20803	WATERTOWER DONATIONS-CC	100.00
101-0000-21800	SURCHARGE PAYABLE TO STATE	1,891.62
101-1400-42210	OPERATING SUPPLIES	302.50
101-1400-43321	TELEPHONE	145.65
101-1400-43433	DUES & SUBSCRIPTIONS	160.00
101-1700-43321	TELEPHONE	275.26
101-1700-43433	DUES & SUBSCRIPTIONS	693.75
101-1800-43300	PROFESSIONAL SERVICES	1,338.00

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	101-1800-43321	TELEPHONE		137.63			
	101-1800-43331	LEASE PAYMENTS		1,384.75			
	101-1940-43300	PROFESSIONAL SERVICES		1,765.00			
	101-1940-43380	UTILITIES		98.50			
	101-2400-42212	MOTOR FUELS		69.07			
	101-2400-43300	PROFESSIONAL SERVICES		5,630.16			
	101-2400-43321	TELEPHONE		99.40			
	101-2400-43330	PROFESSIONAL DEVELOPMENT		285.28			
	101-2400-43350	PRINTING/LEGAL PUBLICATION		128.35			
	101-9200-43300	PROFESSIONAL SERVICES		7,425.00			
	101-9200-43340	LODGING TAX REMIT/PR		2,230.06			
	101-9200-43460	REMIT COMMUNITY ACTION LEVY		8,895.67			
	101-9200-43461	REMIT SENIOR CITIZEN LEVY		8,895.67			
	101-9200-43462	REMIT ARBORETUM LEVY		8,895.67			
	203-9000-42212	MOTOR FUELS		4,383.34			
	203-9000-43309	COMPUTER TECHINCAL SUPPORT		1,800.00			
	203-9000-43321	TELEPHONE		49.70			
	211-5500-42220	REPAIR & MAINT		625.00			
	211-5505-43430	MISC - COPY MACHINE PYMTS		100.06			
	223-0000-22800	OTHER LIABILITIES		298.40			
	224-0000-22800	OTHER LIABILITIES		63.00			
	225-2120-41113	UNIFORM ALLOWANCE		1,406.73			
	225-2120-42200	OFFICE SUPPLIES		91.87			
	225-2120-42209	SAFETY EQUIPMENT SUPPLIES		22.36			
	225-2120-42210	OPERATING SUPPLIES		49.97			
	225-2120-42212	MOTOR FUELS		4,566.99			
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		381.25			
	225-2120-43300	PROFESSIONAL SERVICES		6,954.00			
	225-2120-43309	COMPUTER TECHNICAL SUPPORT		841.06			
	225-2120-43321	TELEPHONE		1,649.53			
	225-2120-43330	PROFESSIONAL DEVELOPMENT		6,384.00			
	225-2120-43380	UTILITIES		1,379.45			
	225-2120-43433	DUES & SUBSCRIPTIONS		150.00			
	225-2220-41113	UNIFORM ALLOWANCE		24.00			
	225-2220-42210	OPERATING SUPPLIES		36.85			
	225-2220-42212	MOTOR FUELS		975.76			
	225-2220-43300	PROFESSIONAL SERVICES		250.00			
	225-2220-43330	PROFESSIONAL DEVELOPMENT		1,100.00			
	225-2220-43331	LEASED PAYMENTS		67.27			
	225-2220-43380	UTILITIES		331.60			
	225-2225-41150	WORKERS COMP		11,501.25			
	225-2500-42210	OPERATING SUPPLIES		169.05			
	225-2700-43300	PROFESSIONAL SERVICES		1,812.00			
	225-2700-43430	MISCELLANEOUS		693.00			
	227-3230-43428	USED OIL RECYCLING EXPENSE		58.50			
	230-5200-42212	MOTOR FUELS		1,559.26			
	230-5200-43321	TELEPHONE		207.39			
	235-3100-42220	REPAIR & MAINT		168.10			
	235-3100-43321	TELEPHONE		38.23			
	235-3100-43380	UTILITIES		325.75			
	235-3100-43430	MISCELLANEOUS		251.69			
	235-3125-42212	MOTOR FUELS		12,440.07			
	235-3125-42220	REPAIR & MAINT		5,570.72			
	235-3125-43402	DOWNTOWN SNOW REMOVAL		50,395.50			
	237-3190-43300	PROFESSIONAL SERVICES		6,035.30			
	237-3190-43321	TELEPHONE		99.40			
	238-3160-43430	MISCELLANEOUS		700.00			

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	251-9360-43467	REMIT LOCAL SALES TAX COLLECT		108,087.59			
	260-9020-42220	REPAIR & MAINT		14,608.12			
	260-9020-42230	REPAIRS-VEHICLES & EQUIP		1,107.23			
	260-9020-43321	TELEPHONE		58.69			
	260-9020-43340	ADVERTISING/PROMOTION		650.00			
	280-0000-41150	WORKERS COMP		54,766.50			
	295-6510-43350	PRINTING/LEGAL PUBLICATION		60.60			
	313-7920-46620	PAYING AGENT FEES		500.00			
	316-7950-46620	PAYING AGENT FEES		500.00			
	317-7960-46620	PAYING AGENT FEES		500.00			
	400-2001-45530	PYMTS TO CONTRACTORS		168,381.80			
	401-1003-43300	PROFESSIONAL SERVICES		175.50			
	401-1901-43300	PROFESSIONAL SERVICES		1,945.00			
	401-9030-43300-21:15	PROFESSIONAL SERVICES		4,117.50			

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			51,684.59	51,684.59		
	203 - TRANSIT FUND			6,233.04	6,233.04		
	211 - LIBRARY FUND			725.06	725.06		
	223 - DRUG FORFEITURE			298.40	298.40		
	224 - DUI FORFEITURE			63.00	63.00		
	225 - PUBLIC SAFETY FUND			40,837.99	40,837.99		
	227 - RECYCLING FUND			58.50	58.50		
	230 - PARK & RECREATION FUND			1,766.65	1,766.65		
	235 - STREET & SEWER FUND			69,190.06	69,190.06		
	237 - SANITARY SEWER FUND			6,134.70	6,134.70		
	238 - STORM SEWER FUND			700.00	700.00		
	251 - LOCAL OPTION SALES TAX			108,087.59	108,087.59		
	260 - AIRPORT FUND			16,424.04	16,424.04		
	280 - PACKAGE INSURANCE FUND			54,766.50	54,766.50		
	295 - EDA FUND			60.60	60.60		
	313 - SINKING 2011A GO			500.00	500.00		
	316 - 2012A GO ISSUE			500.00	500.00		
	317 - SINKING 317 13A GO FUND			500.00	500.00		
	400 - CAPITAL PROJECTS FUND			168,381.80	168,381.80		
	401 - CONSTRUCTION FUND			6,238.00	6,238.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 -			57,957.12	57,957.12		
	1003 - 10:03 DWNTWN MAIN CNTRACT			175.50	175.50		
	1400 - ADMINISTRATION			608.15	608.15		
	1700 - ENGINEERING			969.01	969.01		
	1800 - IT/GIS			2,860.38	2,860.38		
	1901 - 19:01 NW 4TH STREET IMPR			1,945.00	1,945.00		
	1940 - CITY HALL			1,863.50	1,863.50		
	2001 - STREET REMODEL/ADDITION			168,381.80	168,381.80		
	2120 - POLICE DEPARTMENT			23,877.21	23,877.21		
	2220 - FIRE DEPARTMENT			2,785.48	2,785.48		
	2225 - PAID ON-CALL FIRE DEPT			11,501.25	11,501.25		
	2400 - COMMUNITY DEVL/INSPECTION			6,212.26	6,212.26		
	2500 - CIVIL DEFENSE			169.05	169.05		
	2700 - ANIMAL CONTROL			2,505.00	2,505.00		
	3100 - S & S MAINTENANCE			783.77	783.77		
	3125 - SNOW REMOVAL			68,406.29	68,406.29		
	3160 - STORM SEWER EXPENSE			700.00	700.00		
	3190 - SANITARY SEWER EXPENSE			6,134.70	6,134.70		
	3230 - RECYCLING EXPENSE			58.50	58.50		
	5200 - PARK MAIN/ADMINISTRATION			1,766.65	1,766.65		

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution							
--- TOTALS BY DEPT/ACTIVITY ---							
	5500 - LIBRARY-BUDGETED			625.00	625.00		
	5505 - TAXABLE FEES			100.06	100.06		
	6510 - ECONOMIC DEVELOPMENT AUTH			60.60	60.60		
	7920 - SINKING 2011A GO			500.00	500.00		
	7950 - SINKING 2012A GO			500.00	500.00		
	7960 - SINKING 2013A GO			500.00	500.00		
	9000 - TRANSIT FUND			6,233.04	6,233.04		
	9020 - AIRPORT M & O			16,424.04	16,424.04		
	9030 - CONSTRUCTION PROJ-MISC			4,117.50	4,117.50		
	9200 - CITY-WIDE			36,342.07	36,342.07		
	9360 - LOCAL OPTION SALES TAX			108,087.59	108,087.59		

THE ABOVE LISTED ACCOUNTS PAYABLE DISBURSEMENTS HAVE BEEN REVIEWED AND HEREBY

APPROVED:

GABE JOHNSON

KEVIN STUNEK

TIFFANY STENGLEIN

Brainerd, MN
January 3rd, 2022

Pursuant to due call and notice thereof, the regular meeting of the Brainerd City Council was called to order at 7:30 P.M. by Council President Bevans.

Upon roll call, the following members were noted as present: Pritschet, Stenglein, Erickson, O'Day, Stunek, Johnson, and Bevans. Mayor Badeaux was also noted as present.

Council President Bevans opened the meeting with the Pledge of Allegiance to the flag.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND PRITSCHET, DULY CARRIED, TO APPROVE THE AGENDA WITH THE REMOVAL OF THE CLOSED SESSION FOR ADMINISTRATOR BERGMAN'S PERFORMANCE REVIEW.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK TO APPROVE THE CONSENT CALENDAR.

- A. **Approval of Bills and Transfer of Funds- Approved**
- B. **Approval of the Minutes of the Regular Meeting held on December 20, 2021- Approved**
- C. **Approval of Licenses- Approved**
- D. **Department Activity Reports- Approved**
- E. **Resolution- Approving Signature Authorization for 2022 Capital Projects for the Brainerd Lakes Regional Airport**
- F. **Resolution- Designation of Financial Institutions as Depositories for 2022 Pursuant to City Charter- Approved**
- G. **Designation of Brainerd Dispatch as Official Newspaper for Calendar Year 2022 Pursuant to City Charter; and Authorize Signatures on Contract with Dispatch- Approved**

Upon roll call, Council Members Pritschet, Stenglein, Erickson, O'Day, Stunek, Johnson, and Bevans voted "aye". No member voted "nay". The Chair declared the motion carried.

Presentation

State of the City Address

Mayor Badeaux read his letter regarding the State of the City. The City's 150-year celebration was a chance for citizens to look back on the past that has created the strong foundation we have as a community. The report highlighted what makes Brainerd a special area and what to look forward to in the future.

Council Committee Reports

Personnel and Finance

Ratify the Hiring of 2021-2022 Parks Winter Temporary Employees-Approved

Committee Chair Johnson stated that the positions are within budget and make it possible to keep all City warming houses open for the season.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO RATIFY HIRING OF 2021-2022 PARKS WINTER TEMPORARY EMPLOYEES.

Police Officer Hiring of Steven Knisley- Approved

Committee Chair Johnson stated that this hiring will bring the Police Department to 25 of the 26 budgeted sworn officers.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STENGLEIN, DULY CARRIED, TO CONFIRM HIRING OF POLICE OFFICER STEVEN KNISLEY, STARTING AT LELS STEP 1 RATE OF \$29.79, WITH A STARTING DATE OF JANUARY 11, 2022.

League of Minnesota Cities Insurance Trust (LMCIT) Liability Coverage Waiver Form- Approved

Committee Chair Johnson stated that this is an annual agenda item to not waive the tort limits and is recommended by staff and insurance agents.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO APPROVE AND SUBMIT THE LIABILITY COVERAGE WAIVER FORM WITH "DOES NOT WAIVE" THE MONETARY LIMITS ON MUNICIPAL TORT LIABILITY ESTABLISHED BY MINNESOTA STATUTES, ESCONTION 466.04 OPTION SELECTED.

Safety and Public Works

Approve Change Order 3- 19-19- NW 4th Street Reconstruction Project- Approved

Committee Chair O'Day stated that the change order was for delineators in the new median on NW 4th Street and James Street.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND PRITSCHET, DULY CARRIED, TO APPROVE CHANGE ORDER 3- 19-19 NW 4TH STREET RECONSTRUCTION PROJECT FOR A TOTAL OF \$935.

Approve Final Pay Estimate- 19-19- NW 4th Street Reconstruction Project- Approved

Committee Chair O'Day stated that the project came in under budget from the final estimate by \$31,935.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND ERICKSON, DULY CARRIED, TO APPROVE FINAL PAY ESTIMATE TO ANDERSON BROTHERS CONSTRUCTION OF BRAINERD, LLC IN THE FINAL CONTRACT AMOUNT OF \$1,147,077, THIS ESTIMATE \$77,894.

Unfinished Business

Appoint Commission Liaisons- Approved

Chair Bevans nominated Kevin Stunek for Airport Commission, Kelly Bevans for the Cable TV Advisory Committee, and Tad Erickson for Transportation Advisory Committee as Council Liaisons for 2022.

Council discussion was held regarding having all Council Liaison appointments be for two years going forward.

MOVED AND SECONDED BY JOHNSON AND PRITSCHET, DULY CARRIED, TO CONFIRM THE NOMINATIONS OF THE COUNCIL LIAISONS FOR 2022.

Call for Applicants – Informational:

(Application Information at www.ci.brainerd.mn.us/boards/)

Mayor Recommended: (terms to expire on 12/31 of said year)

Cable TV Advisory Committee – 1 term (Expire 2021) – 2 terms (Expire 2022)

Charter Commission – 1 term (Expire 2022) 1-term (Expire 2025)

HRA—1 term (Expire 2022) – 1 term (Expire 2026)

Library Board- 1 term (Expire 2028)

Public Utilities Commission—1 term (Expire 2024)

Rental Dwelling License Board of Appeals – 3 terms (Expire 2022)

Mayor Recommended: (terms to expire 09/07 of said year)

Economic Development Authority (EDA) – 1 term (Expire 2026) – 1 term (Expire 2027)

Council President Recommended: (terms to expire 12/31 of said year)

Planning Commission—1 term (Expire 2023)

Ad Hoc Committees – Applicants Needed

Water Tower Fundraising Committee – Two positions available

Public Forum

The Chair opened public forum at 7:43 p.m.

No one came forward.

The Chair closed public forum at 7:44 p.m.

Staff Reports

Chief Bestul stated that he is working on Amending the Tobacco Ordinance to update it to the T21 language making it illegal to sell tobacco to people under 21 years of age. The department is also working on converting the Brainerd Police Department policy to Lexipol and have both adopted by the Council at a future meeting. Finally, continuing work with Crow Wing County and Baxter updating a Joint Power Agreement to continue Lakes Area Drug Investigative Division.

City Engineer/ Public Works Director Sandy stated that a public meeting was held for the North Brainerd Construction Project. It was not well attended due to the snow event. The Engineering Department will be sending out comment cards to ensure public comment is heard prior to the project starting. He thanked the Street Department for their efforts to clear the snow

from the unprecedented snowfall after the Holiday weekend. The snow was completely cleared from streets and alleys in 13 hours. Mr. Sandy stated that he had the chance to ride in the plow truck with Steet Foreman Middagh, he has a different perspective of clearing snow. If any of the Council Members would like a chance to ride in a plow, they have the opportunity to do so after any snow event.

Community Development Director Chanski stated that there is an EDA meeting on Thursday, January 6th at 7:30 a.m. information is included in the online packet.

HR Director Schubert stated that City Administrator Bergman distributed her performance review packet to the Council on December 23rd, requested that Council members complete the evaluation by January 31st.

Administrator Bergman stated that she will not be at the January 17th meeting. Her report is included in the packet. She also thanked the Street Department for their hard work during the snow events and stated that her ride in the plow was eye opening.

Mayors Report

Mayor Badeaux seconded the comments from City Engineer/ Public Works Director Sandy's comments about the North Brainerd project meeting. He encouraged citizens of North Brainerd to contact City Hall for comments. He said to get yourself over to "Big Sev" where big things are happening. Finally, the snow shovel brigade is underway, there is a waiting list due to a shortage of volunteers. It is serving 15 addresses for citizens who really need help with shoveling their sidewalks.

Council Member Reports

Member Erickson stated that the next Planning Commission meeting is January 19th, they continue to work on Amending the Zoning Code. Northland Arboretum next meeting is January 27th, contracts for the levy dollars is coming due and they will be discussing responding to the City's RFP.

Member O'Day requested that the names of the snowplows be used and that we respect those plowing.

Member Johnson stated that there was a Highway 210 project meeting, they are continuing discussion on the east end of the project regarding roundabouts. Option 1 is out of the picture and the committee continues discussion on pedestrian traffic. The HRA Board is in serious need of 2 members. Finally, Lakes Area Media Collaborative was sent a letter in August and the City has yet to hear from them.

Adjourn

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND ERICKSON, DULY CARRIED TO ADJOURN THE MEETING.

Chair Bevans adjourned the meeting at 7:55 p.m.

Jennifer Bergman
City Administrator

Brainerd Contractor License List

01/12/2022

EQUIX INTEGRITY INC.

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
46 S ROLLING MEADO	Utilities Construction	Active		12/31/2022	2022-0005	12/31/2022

HEARTLAND GLASS COMPANY, LLC

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
401 SUNDIAL DR	Glass/glazing	Active		12/31/2022	2022-0005	12/31/2022

JIBEC HEATING & COOLING INC

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
1775 DANDELION LN S	Mechanical	Active	MB005584	11/21/2022	2022-0042	12/31/2022

NORTHERN AIR PLUMBING & HEATI

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
273 WESTWOOD DR	Mechanical	Active	MB735452	12/31/2022	2022-0044	12/31/2022
273 WESTWOOD DR	Plumbing Contractor	Active	PC735451	12/31/2023	2022-0026	12/31/2022

RANDYS PLUMBING & HEATING

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
8216 INDUSTRIAL PAR	Plumbing Contractor	Active	PC644775	12/31/2023	2022-0025	12/31/2022

SCHILLING MECHANICAL LLC

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
1687 KOERING RD	Mechanical	Active	MB746676	09/09/2022	2022-0043	12/31/2022

SIGN SPOT, THE

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
5186 SUSANVILLE DR N	Sign Erector	Active		12/31/2022	2022-0009	12/31/2022

Total Licensees

8

Population: All Records

Licensee.DateRegistered Between 12/31/2021 12:00:00 AM AND 1/12/2022 12:00:00 AM



BRAINERD POLICE DEPARTMENT MONTHLY REPORT



BESTUL'S BOOYAH AWARD

On December 16th, a TikTok video threatening school violence on December 17th spread rapidly across the nation.

Sgt. Pallansch took several reports of Snapchat threats to Brainerd schools stemming from the TikTok video. Pallansch reached out to Officer Selvestra at 2343 hours as he needed help attempting to identify student names and addresses. Selvestra did not hesitate to assist Pallansch. Baxter PD Sgt. Maier also needed help identifying students for a similar threat to Forestview. Selvestra took the call and assisted.

At 0113 hours the same night, Selvestra contacted Pallansch to follow up on the status of the investigations and how he could help further. Selvestra did all this knowing he needed to be at work at 0715 hours that same morning.

Selvestra is an asset to the Police Dept and Brainerd School District. **BOOYAH Drew!!**



CONDUCT ON PREMISES ACTIVITY REPORT

There were no Conduct on Premises incidents for the month of December.

BODY WORN CAMERA DATA REPORT

Month	Number of Videos	Hours of Video	GB of Videos	Average MB per Video	Average Time Length of Videos	Average Number of Videos Per Day
December	1656	395	690	427	14.31 Minutes	53



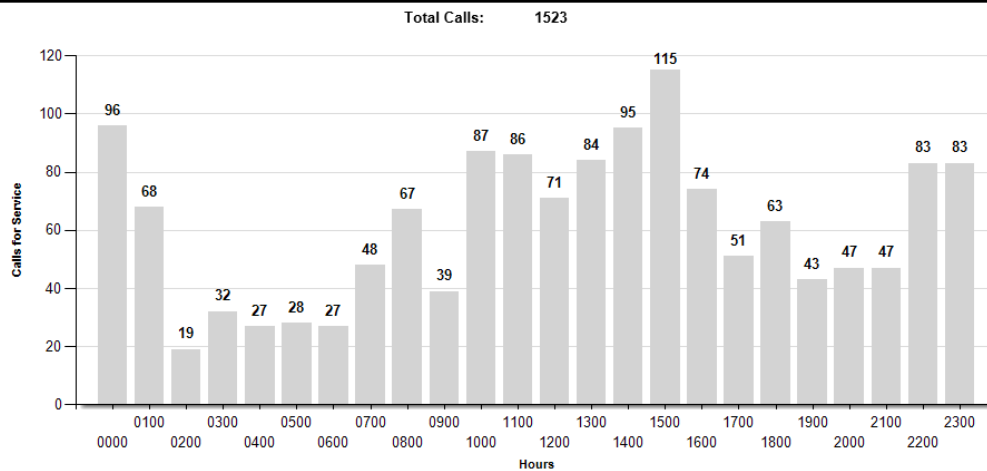
OVERALL CALLS FOR SERVICE

November	2021	2020
Number of Calls for Service	1480	1390



Calls for Service Hourly

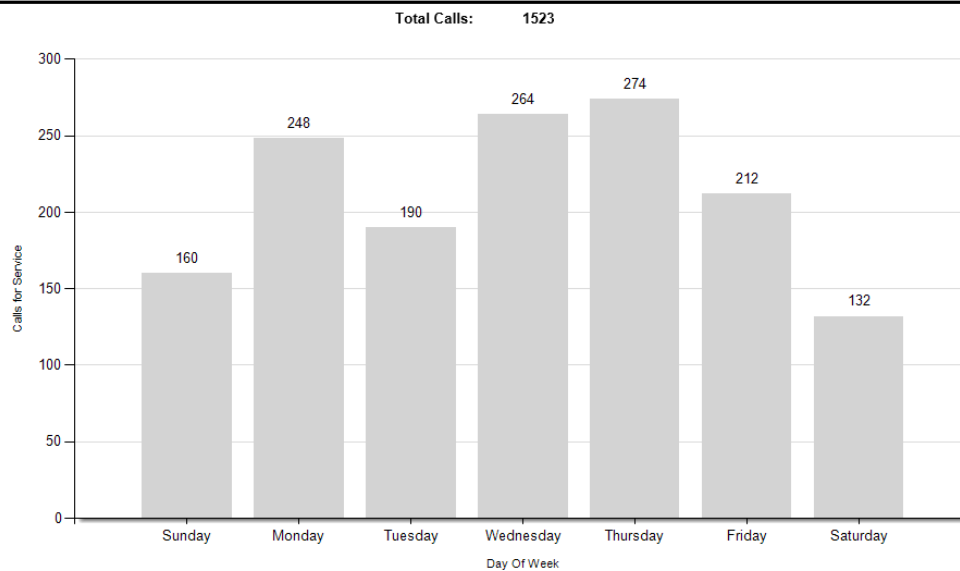
12/1/2021 to 12/31/2021



Calls for Service Day Of Week

Start Date: 12/1/2021

End Date: 12/31/2021



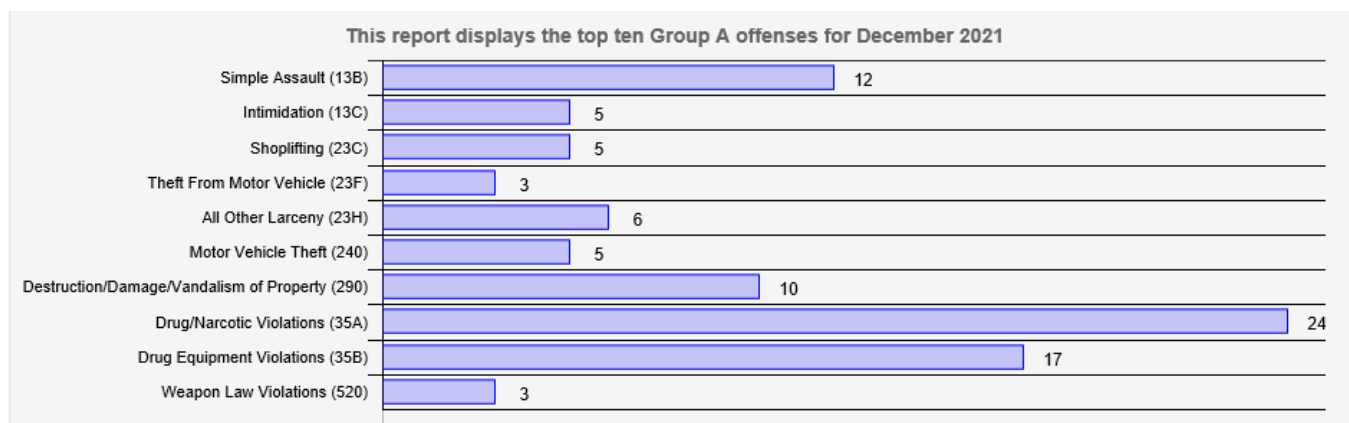
CRIME STATISTICS

December	2021	2020
Group A Offenses Known or Reported to Police	1616	1698
Group A and B Arrests	799	765

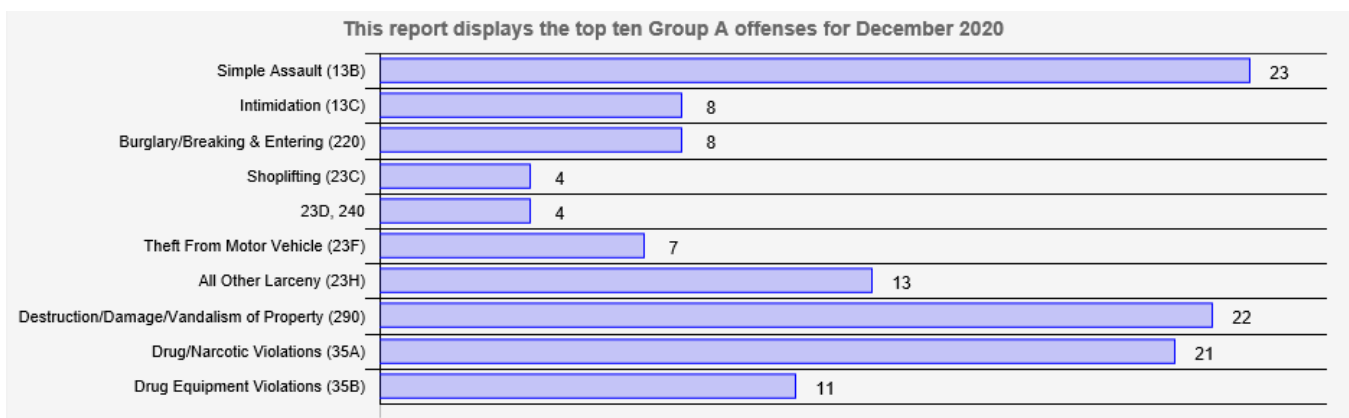
**** Note: 2021 totals do not include case files that have not yet been coded.**

TOP 10 GROUP A OFFENSES

December 2021

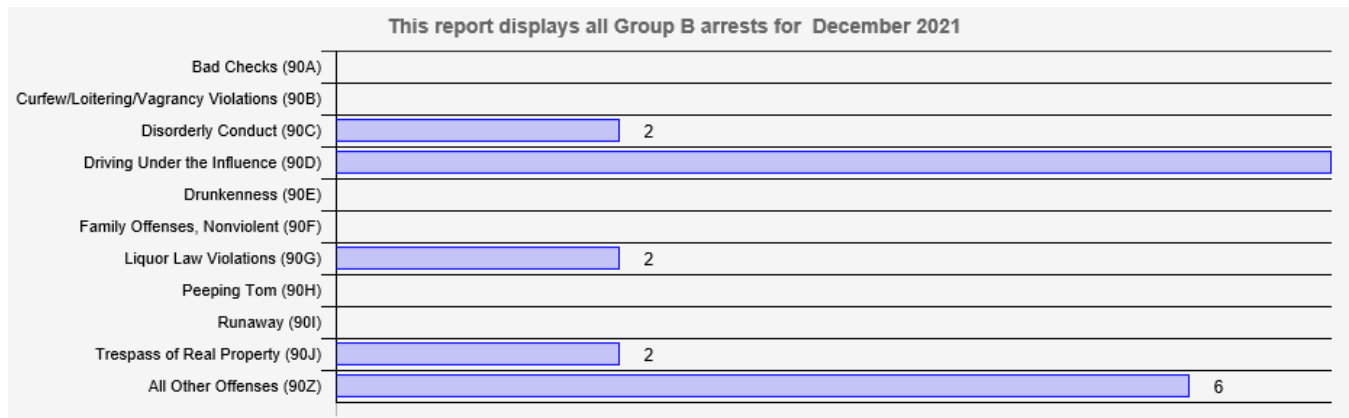


December 2020

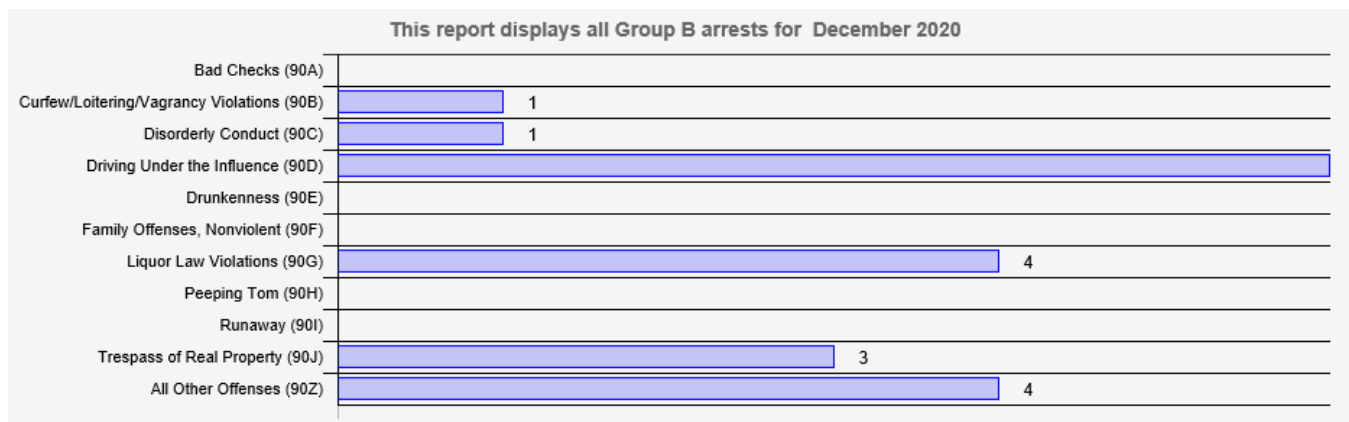


GROUP B ARREST DATA

December 2021



December 2020



CITATIONS, PARKING TICKETS, & WRITTEN WARNINGS

December	2021	2020
Citations (Inc. Parking Tickets & Written Warnings)	283	263

187 parking tickets issued in the month of December, with the following dispositions.

9	Dismissed
0	Business Validations
84	Paid in Full
1	Partial Payments Received
93	No Payment Received

Revenue Recapture Receipts:

2020 Total:	\$8,304.50
2021 To Date:	\$8,528.62

TRAINING & STAFF DEVELOPMENT**Criminal Justice Information Systems**

Throughout the fourth quarter of 2021, all police department staff completed mandatory biennial training requirements for access to criminal justice information (CJI). The FBI requires all criminal justice professionals who have access to (CJI) to view Security Awareness Training (SAT) every two years to develop the awareness and understanding of the sensitivity of personal data. Once the employee completes SAT, they must complete the Single Certification Test, which is a BCA requirement that assesses the understanding of the employee to protect, manage, and appropriately use criminal justice information. In addition, most systems offered by the BCA have a corresponding training module designed to educate users on how to use each system efficiently while achieving accurate, complete, and timely information. Each employee is required to view the modules specific to their role.

Agency Wellness for Public Safety Administrators

Deputy Chief Davis and Lieutenant Kulzer attended the Agency Wellness for Public Safety Administrators virtual training session. The training brought together an ensemble of experts across multiple areas to bring the latest science-based approaches for coping with stress, burnout, and trauma to attendees.

Leadership Academy

Sgt. Reed attended a 3 ½ day Leadership Academy for middle management supervisors in law enforcement, designed to help them make a distinct transition from street officer to supervisor, with an understanding that effective supervision is critical to making a successful law enforcement agency.

Strategic Staff

Miranda Halverson, Records Lead, attended a one-day Strategic Staff workshop addressing communication styles to influence supervisors and other organizational leaders for timely responses.

MN Revenue Recapture

Julie McCullough, Miranda Halverson, Cheryl Jensen, and Kimberly Marquart completed the annual mandatory training on the use of the Revenue Recapture System through a self-paced computer training program.

Internet Crimes Against Children (ICAC)

Investigator Palcher attended a two-day course that provided a basic understanding of ICAC investigative techniques. Attendees received a basic overview of the topic and instruction in the legal issues surrounding ICAC investigations, as well as the history and structure of the National ICAC Program. Upon completion, the attendees have/can:

- The ability to utilize investigative strategies to corroborate the ICAC investigation and identify subjects who use social media networks to exploit children.
- Awareness of legal issues surrounding ICAC investigations
- Assist ICAC investigators in becoming more effective when interrogating suspects
- Gain greater cooperation from suspects, which will improve the outcomes of the ICAC investigations
- Basic understanding of the inner workings of the P2P network
- An understanding of how to use the Internet to locate information, find linkages between people, and use social networking site for law enforcement purposes
- An understanding of the importance of officer safety and techniques to stay safe

Crisis Intervention Training

Investigator Boggs attended a 40-hour Crisis Intervention Training certification class. The class is very intense and interactive, giving an in-depth look at mental illness and its implications for law enforcement. The course covered schizophrenia and psychotic disorders, mood disorders, cognitive disorders, personality and substance disorders, suicide assessment, adolescent & elder issues, PTSD, suicide by cop, and mental health courts. There was also a four-hour training segment on Autism (ASD). Advocates and consumers of mental health services spoke about their experiences and there were other discussions and role play exercises with professional actors.

COMMUNITY OUTREACH

Shop with a Cop

In the course of a police officer's work many times we come in contact with children, who through no fault of their own, are in difficult and disadvantaged circumstances, and many times we feel helpless and frustrated by our inability to change their situation. However, three times each year during the holiday season, the Brainerd Police Department, in partnership with the **Lakes Area Law Enforcement Association**, do a little part to bring joy and light to these young people's lives. The event, "Shop with a Cop," partners police officers with disadvantaged children who might not otherwise have this opportunity.

This year, over a three-week period, through shared partnership with corporate sponsors Fleet Farm, Target, and Walmart, officers from the Brainerd Police Department, Baxter Police Department, Crow Wing County Sheriff's Office, and Minnesota State Patrol picked up 30 children at their home, shared a breakfast with them compliments of West Brainerd McDonald's, and then took them shopping. Lakes Area Law Enforcement volunteers assisted the officers and helped the children with wrapping their chosen gifts. The excitement of the children embodies the true Christmas spirit.

**Law Enforcement Seminar**

On December 9th, Officer Travis Kostreba visited with a group of individuals at Productive Alternatives, sharing with them the daily functions of a patrol officer and answering their questions.

2021 Coloring Contest Winners

Congratulations to the 2021 Brainerd Police Department Coloring Contest Winners!

And a special thank you to Ace Hardware of Brainerd, who generously donated four bicycles and helmets for prizes!

Photo by Tim Speier/Brainerd Dispatch





City of Brainerd
IT/GIS Department Monthly Report
December 2021

Projects

- Coordinating network, camera, and door control cabling during Street garage remodel. Staff re-occupying space anticipated mid-Jan.
- Spent weeks responding to the Log4j exploit (critical computer vulnerability, scored 10/10). Days spent patching hardware, patching software, researching vulnerabilities within applications that the City uses. Some upgrades and patches caused other issues to surface which is to be expected when mass upgrading everything at once. All issues were worked through, and most known vulnerabilities have been addressed.
- Finalizing plans for city wide desktop computer replacement - order will be placed in early Jan. Most office computers are replaced on a four-year schedule. Departments included – all of City Hall, Police, Fire, Parks, Streets. New computers will have Windows 11 which is a small learning curve for staff.
- Planning for office reconfiguration on City Hall 3rd floor to accommodate new HR Assistant position.
- PEG (cable TV) hardware order finalized, service agreement with CLC still being drafted.

Software

- Exchange (email) server upgrade 12/21
- Police dept START sharepoint site (Strategic Threat Assessment Response Team)
- BS&A reports and data cleanup, primarily building dept
- Planning for adding NeoGov *Onboard* component in 2022 after HR staff is added. Onboard manages paperwork, checklists, training, etc for new hires. Will include import process of info into BS&A.

Hardware

- Moved newer servers into production at police dept (from city hall). Moved older servers from police dept to city hall as they are phased out.
- Setup newer mobiles for police CSOs

Other

- Technical support for numerous meetings – City Council, Park Board, Planning, HRA, EDA, etc
- IT staff renewed Criminal Justice Information Services (CJIS) security certification (level 4)

Statistics

Emails sent: 7,369 (237/day) received 29,284 (944/day)

Cisco Secure Endpoint: 3.41M files scanned (+6%), 648K IPs scanned (+4%)

YouTube – City of Brainerd channel: 2,660 views (+268%), 444.4 hours watched (+623%)

MEMO



TO: Mayor and City Council

FROM: David Chanski, Community Development Director

DATE: January 13, 2022

RE: Community Development Director Report

Building

The Community Development Department issued 52 building permits with a total project valuation of \$114,844 in the month of December. For 2021 as a whole, 977 building permits were issued with a total valuation of \$27,966,213. This includes 34 new single-family homes.

Within the River-to-Rail incentive corridor, 5 permits were issued in December with a total project valuation of \$9,305 and waived \$475.61 in permit fees. For 2021 as a whole, 51 permits were issued within the River-to-Rail corridor with total valuation of \$851,243 and a total of \$14,708.56 in permit fees waived.

In 2021, Building Official Darrin Deseth and Building Inspector Jason Stockinger conducted 2,206 building inspections. Jason also conducted 557 rental inspections.

*Note: project valuation does not include all projects as some permits, such as residential mechanical permits, have a flat fee and are not based on valuation. Therefore, the listed total project valuation is solely based on the permits whose fees are determined by valuation.

Code Enforcement

The Community Development Department conducted 213 code enforcement inspections in December. Due to the heavy snowfall, the largest number of these inspections (84) were for sidewalk snow removal.

For the entire year, the Department conducted 3,652 code enforcement inspections. 76% of these inspections were for tall grass & weeds (34%), junk & debris (21%), and unlicensed/inoperable vehicles (21%).

Planning & Zoning

The final stages of the zoning code update are underway. A public open house is planned in early February (date to be determined). Additionally, staff will be requesting the Planning Commission call a special meeting the week of February 21 for the purpose of conducting the public hearing for the new zoning code and issue a recommendation to the City Council to adopt the new zoning code, which the Council will then consider in March. The City Council will be formally invited to attend that meeting.

A draft of the new zoning map is attached. This map will be formally present to the Planning Commission for their comment during their January 19 meeting. Once the Planning Commission has provided comment, the map will likewise be formally brought before the City Council for comment during their February 7 meeting.

Also attached is a draft of the Table of Uses that will also be presented to the Planning Commission for discussion on January 19.

Economic Development

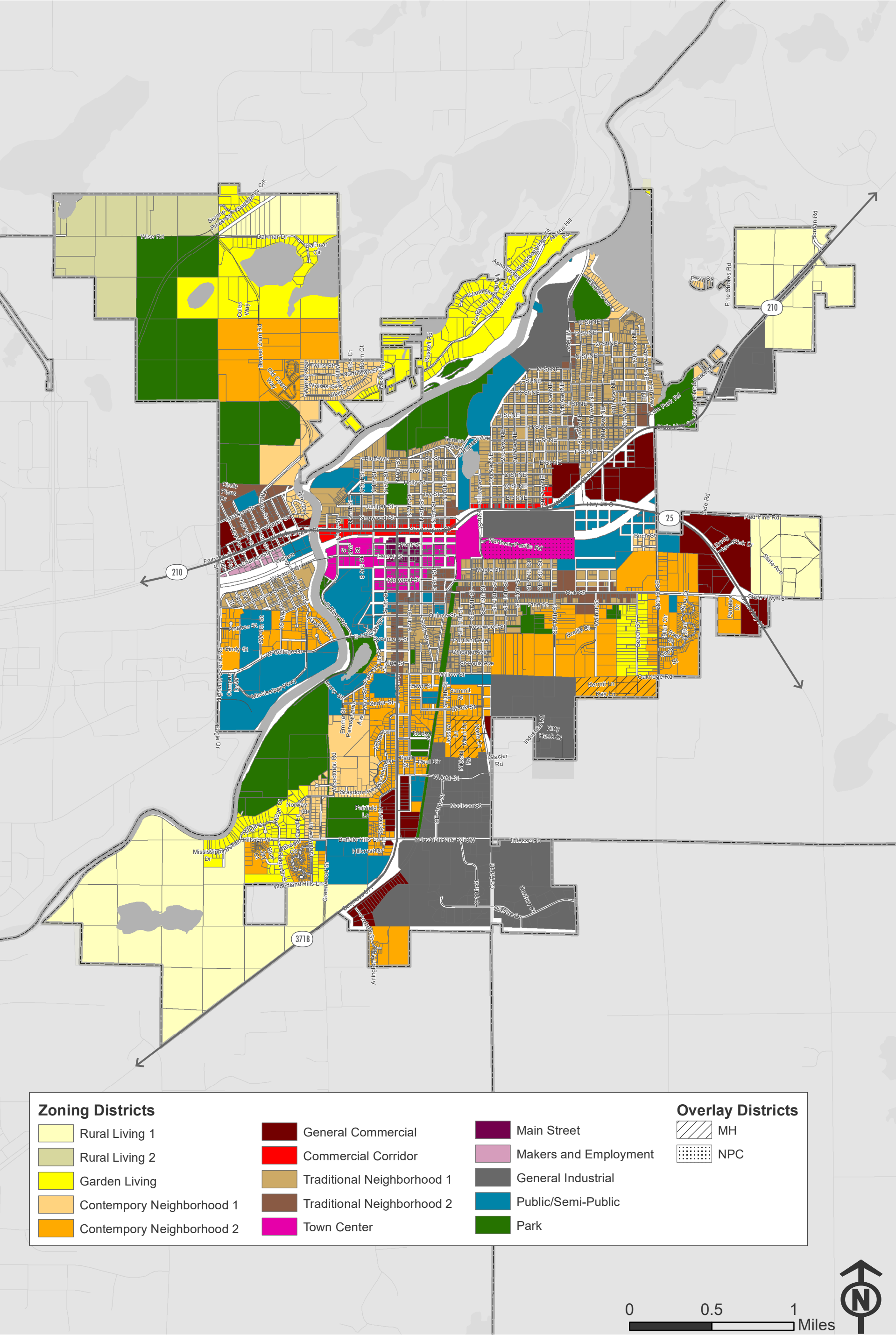
The EDA selected 4 organizations with whom to contract for economic development services in 2022. The organizations and their areas of service are:

- Visit Brainerd: Marketing
- Swanson Haskamp Consulting: Property Marketing and Development
- BLAEDC: Business Recruitment, Retention, and Resources
- Destination Downtown Business Coalition: Main Street Programming

The EDA is scheduled to approve the contracts with these organization during their February 3 meeting.

Mississippi Landing Trailhead

A final site plan will be presented to the Park Board on January 25. WSB is also beginning to prepare full construction documents for the project with the goal of going out of bid in March, accepting bids in April, and construction commencing in May.



BRAINERD, MN
Section 51X.XX (DRAFT ALLOWED USES)

51X TABLE OF USES

P - Permitted
AP - Administrative Permit
C - Conditional Use Permit
I - Interim Use Permit
N - Not Permitted (to be filled in after agreement on all uses)

ZONING DISTRICT	RL-1	RL-2	GL	CN-1	CN-2	TN-1	TN-2	TN-3	GC	CC	TC	MS	ME	GI	PSP	P
RESIDENTIAL USES																
Agriculture uses	P	P														
Accessory buildings under 200 SF	AP	AP	AP	AP	AP	AP	AP	AP								
Accessory buildings including tool houses, sheds	P	P	P	P	P	P	P	P								
Accessory Dwelling Unit (ADU)																
Home businesses not meeting criteria (See section X)	AP	AP	AP	AP	AP	AP	AP	AP			AP	AP				
In home day care, serving no more than 14 persons	AP	AP	AP	AP	AP	AP	AP	AP								
Multi-family attached dwelling units (5+ Units)					C		C	P			C	C				
Mixed-Use Building including residential use							P	P			P	P				
Personal storage of recreational vehicles & equipment	P	P	P	P	P	P	P	P								
Recreational Facilities for private residential use	P	P	P	P	P	P	P	P								
Senior housing	P	P	P	P	P	P	P	P								
Single Family Detached Dwelling Unit	P	P	P	P	P	P	P	P			C					
Single Family Attached Dwelling Unit (2-4 Units)				P	P	P	P	P			P	P				
COMMERCIAL/GENERAL BUSINESS USES																
Adult Establishments and/or Uses as regulated by Section 33 of this Ordinance.														C		
Animal hospital, clinic, kennels and shelters							C	C	C	C			C	C		
Armories									C	C						
Auto dealership									C	C						
Bed & breakfast	C	C	C	C	C	C	C	C								

DRAFT SECTION 51X ALLOWED USES
Adopted XX.XX.2022

BRAINERD, MN
Section 51X.XX (DRAFT ALLOWED USES)

ZONING DISTRICT	RL-1	RL-2	GL	CN-1	CN-2	TN-1	TN-2	TN-3	GC	CC	TC	MS	ME	GI	PSP	P
Boarding houses							C	C								
Brew Pub/Brewery (off-sale, on-sale, taproom, tasting room, etc.), cidery, microdistillery, cocktail room							C	C	C	C	C	C	P	P		
Car wash accessory to motor vehicle sales									P	P						
Commercial animal kennels	I															
Commercial car washes (drive-up, mechanical and self service)									C	C						
Commercial day care facilities	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	
Commercial greenhouses supporting the operations of a restaurant or floral shop											I	I				
Commercial riding stables	C															
Commercial/Retail establishments							P	P	P	P	P	P				
Commercial laundry facilities									P	P						
Drive-through business							C	C	P	P						
Contractor offices									CUP	CUP			P	P		
Cultural facilities such as museums, art centers, or art institute							P	P	P	P	P	P	P			
Drive-up service facilities (?)									P	P						
Financial Institutions such as banks and credit unions									P	P	P	P				
Funeral homes, mortuaries							C	C	C	C			C			
Health clubs/Gyms/Indoor Recreation Facilities							P	P	P	P	P	P	P	P	P	
Hospitality businesses limited to hotels, motels, conference/convention/reception facilities							C	P	P	P	P	P	P	P		
Liquor sales, on and off sale							C	C	C	C						
Motor vehicle fuel sales							C	C	C	C		C				
Nurseries, greenhouses (commercial)	P								C	C			C	C		
Nursing homes & similar group housing					C		C	C	C	C						

DRAFT SECTION 51X ALLOWED USES
Adopted XX.XX.2022

BRAINERD, MN
Section 51X.XX (DRAFT ALLOWED USES)

ZONING DISTRICT	RL-1	RL-2	GL	CN-1	CN-2	TN-1	TN-2	TN-3	GC	CC	TC	MS	ME	GI	PSP	P
Off street parking lots or parking garages (as principal use)						C	C	C	C	C	C					
Office businesses – (general use, medical clinic)							P	P	P	P	P	P	P	P		
Off-street loading as regulated in Section 23 of this Ordinance									A	A			A	A		
Outdoor dining facilities accessory to a restaurant							C	C	C	C	C	C				
Pawn shops									P	P						
Personal services such as barber/beauty shop, nail salon, tanning salon, therapeutic massage and spas.									P	P	P	P	P			
Private clubs & lodges							C	C	C	C	C	C	C			
Recreation Centers (large health clubs, gyms, etc.) exceeding 30,000 SF													P	P		
Restaurants – sit down, take out or delivery									P	P	P	P				
Restaurants without drive-up windows									C	C			C			
Retail businesses contained within a principal building									P	P	P	P	P			
Seasonal Non-Agricultural Merchandise Sales include fruit/vegetables, Christmas trees, plants and ancillary products in which less than one half of the product retailed is initially planted and raised therein									AP	AP						
Senior center					C		C	C	C	C						
Short term rentals (VRBO, Air BnB, etc.)	I	I	I	I	I	I	I	I			I	I				
Signs	See Section XXX for Permit Requirements															
Specialty food shops							C	C	C	C	C	C				
State licensed residential facilities (serving 7-16 persons)					C		C	C	C	C						
Studios – art, dance, music, design, photography, etc							C	C	P	P	P	P				
Taxi or bus dispatch sites									P	P						
Telecommunication towers as regulated by Section 35 of this Ordinance													AP	AP		

BRAINERD, MN
Section 51X.XX (DRAFT ALLOWED USES)

ZONING DISTRICT	RL-1	RL-2	GL	CN-1	CN-2	TN-1	TN-2	TN-3	GC	CC	TC	MS	ME	GI	PSP	P
Temporary classroom buildings (public or private schools)				I	I	I	I	I								
Temporary mobile towers as regulated by Section 35 of this Ordinance.													AP	AP		
Temporary roadside stands	A															
Temporary/seasonal outdoor promotional events and sales									AP	AP	AP	AP	AP			
Theaters – except drive-in									P	P	P	P				
PUBLIC/SEMI-PUBLIC USES																
Boarding Schools									C	C						
Business or trade school when conducted entirely within a building									P	P						
Cemeteries															P	
Colleges and universities									C	C					P	
Government & public buildings (including utility buildings and structures)	C	C	C	C	C	C	C	C	P	P	C	C	P	P	P	
Hospitals				C	C	C	C	C	C	C					P	
Forest and game management areas	P														P	P
Places of worship & related buildings	C	C	C	C	C	C	C	C	P	P	C	C	P	P		
Public & private schools	C		C	C	C	C	C	C							P	
Public recreation areas and buildings	P		P	P	P	P	P	P							P	
Public, semi-public recreational buildings, community centers	C		C	C	C	C	C	C							P	
Shelter									I	I	I					
Trade/specialty schools.													C	C		
INDUSTRIAL AND UTILITY USES																
Auto wrecking or salvage yard, junk yard, used auto parts, and similar uses.														C		

DRAFT SECTION 51X ALLOWED USES
Adopted XX.XX.2022

BRAINERD, MN
Section 51X.XX (DRAFT ALLOWED USES)

ZONING DISTRICT	RL-1	RL-2	GL	CN-1	CN-2	TN-1	TN-2	TN-3	GC	CC	TC	MS	ME	GI	PSP	P
Automobile and truck repair – major and minor (including body shops									C	C				C		
Automobile body shop and transmission repair.													P	P		
Billboard signs													I	I		
Bulk liquid storage (including crude oil, gasoline, liquid fertilizer, or other liquid storage)													C	C		
Coal, tar, creosote, concrete or asphalt processing or distillation and acid manufacturing.														C		
Commercial/retail sales accessory to the principal manufacture, processing or wholesaling of products manufactured on, processed on or wholesaled from the premises.													P	P		
Commercial stockyards and slaughtering of animals provided that the use complies with all Federal regulations including USDA rules and regulations.														C		
Machine shops; paper products from previously processed paper; electronics assembly and testing; commercial printing and publishing establishments; laundry, dry cleaning or dyeing plants; food/beverage processing; cosmetics/toiletries; drugs and pharmaceuticals; beverage bottling; recycling center; woodworking (indoors)..													P	P		
Construction equipment sales and repair													P	P		
Electrical/Plumbing/Heating/Air Conditioning products and parts													P	P		
Equipment rental (indoor)									P	P						
Essential services (re Section 36)	P		P	P	P	P	P	P	P	P	P	P	P	P		
Kilns, forges or other heat processes fired by means other than electricity.														C		
Light manufacturing									C	C						
Major auto and truck repair.														P		

DRAFT SECTION 51X ALLOWED USES
Adopted XX.XX.2022

BRAINERD, MN
Section 51X.XX (DRAFT ALLOWED USES)

ZONING DISTRICT	RL-1	RL-2	GL	CN-1	CN-2	TN-1	TN-2	TN-3	GC	CC	TC	MS	ME	GI	PSP	P
Metal Sales such as steel and other raw materials													P	P		
Mini self-storage facilities.														C		
Mining or land reclamation (re Section 26)	I															
Outdoor service, sales and rental as a principal or accessory use.													C	C		
Outdoor storage accessory to a principal use with enclosed building.									C	C			P	P	P	
Outdoor storage as a principal use													I	I		
Personal wireless service towers	C		C	C	C	C	C	C	AP	AP	AP	AP	AP	AP		
Placement and operation of outdoor wood burning furnaces.													C	C		
Radio & television antennas	A		A	A	A	A	A	A								
Radio and television receiving antennas, satellite dishes, TV Receive Only (TVRO) three (3) meters or less in diameter, short-wave dispatching antennas, or those necessary for the operation of electronic equipment including radio receivers, ham radio transmitters and television receivers as regulated by Section 35 of this Ordinance.									A	A	A	A	A	A		
Radio and television studios									C	C			P	P		
Sale of parts and sale and repair of tires for construction equipment and semi tractor trailers													P	P		
Sales and distribution of propane, acetylene, helium, CO2 and similar tanks													P	P		
Recycling centers, refuse/garbage collection, recycling and incineration or reduction of water material.														C		
Regional pipelines	C												C	C		
Research and development laboratories													P	P		
Residence for night watchman or other security personnel													A	A		

BRAINERD, MN
Section 51X.XX (DRAFT ALLOWED USES)

ZONING DISTRICT	RL-1	RL-2	GL	CN-1	CN-2	TN-1	TN-2	TN-3	GC	CC	TC	MS	ME	GI	PSP	P
Self-service laundromat with dry cleaning pick up and drop off											P	P				
Small engine and boat repair									C	C						
Solar energy systems, structures	A		A	A	A	A	A	A								
Storage, utilization or manufacture of materials which could decompose by detonation, including but not limited to dynamite, trinitrotoluene (TNT), nitroglycerine, guncotton, blasting caps and cartridge primers.														C		
Testing labs for water and soil, rocks/minerals and air quality									P	P						
Tire vulcanizing and recapping.														P		
Truck and semi-tractor/trailer sales and repair													P	P		
Trucking terminals.														C		
Warehousing, distribution facilities and wholesale businesses.														P		
Wind energy conversion system	I	I												I		

**RESOLUTION
NO. xx:21**

**RESOLUTION ACCEPTING DONATIONS AND/OR CONTRIBUTIONS
OCTOBER 1, 2021 THROUGH DECEMBER 31, 2021**

WHEREAS, the City of Brainerd is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Sections 465.03 for the benefit of its citizens and is specifically authorized to accept gifts and bequests for the benefit of recreational service pursuant to Minnesota Statutes Section 471:17; and

WHEREAS, the following persons and entities have offered to contribute the gifts and cash sums set forth below to the City:

<u>Name of Donor</u>	<u>Amount</u>	<u>Requested Use of Donation or Contribution</u>
----------------------	---------------	--

SEE ATTACHED LIST OF DONORS

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BRAINERD, MINNESOTA that all donations and/or contributions described above are hereby graciously accepted by the City of Brainerd and shall be used as requested by the donors or grant requirements.

BE IT FURTHER RESOLVED, that the City Council expresses its gratitude to the donors of the gifts.

Adopted this 18th day of February, 2022

KELLY BEVANS
President of the Council

Approved this 19th day of February, 2022

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator

M E M O

TO: Mayor and Council

FROM: City Administrator Jennifer Bergman

DATE: January 13, 2022

RE: Resolution Accepting Donations & Contributions for 4th Quarter 2021

Attached is a resolution accepting donations and contributions that have been made to the City of Brainerd for the period of October 1, 2021 and December 31, 2021. The City is very appreciative to all who have made these contributions. The funds from the donations and contributions will be used as requested by the donor.

A resolution needs to be adopted with a two-thirds vote of the Council. The item appears on the January 18th 2022 agenda.

If you have any questions, please don't hesitate to contact me.

\pz

MEMO

TO: Connie Hillman, Finance Director
FROM: Mike Bestul, Chief of Police
DATE: 10/26/2021
RE: 4th Quarter 2021 Donations

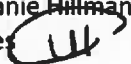
The Brainerd Police Department received the following donations from October – December 2021:

- Dorcas Society \$1000.00 K-9 Fund

If you have any questions, please don't hesitate to contact me.

\pz

MEMO

TO: Finance Director Connie Hillman
FROM: Fire Chief Tim Holmes 
DATE: January 3, 2022
SUBJECT: 2021 – 4th Quarter Donations



www.ci.brainerd.mn.us

Brainerd Fire Department received the following donations in the 4th quarter:

- | | | |
|--|--------------|-------|
| • Dan & Amy Vleck | Chainsaw | \$500 |
| • Brainerd Fire Dept. Relief Association | Axial Blower | \$269 |

Feel free to contact me with any questions.

Brainerd Parks and Recreation

Contributions and Donations October-December 2021

Received From	Receipt Date	Type of Donation	Amount Received
Beth Holbrook	11/07/21	Designated for youth Pond Hockey program	\$20.00
Boysnberries Farm	10/1/2021	300 pumpkiins, corn stalks, hay bales, 24 gourds, photo boards	in-kind
Walmart	10/1/2021	Gift card	in-kind
TOTAL			\$20.00



COMMUNITY MEMBER OF THE MONTH

THE BRAINERD CITY COUNCIL AWARDS

Gracie Czeczok

Celebrating 3 Generations of Ownership of Mickie's Pizza and Subs and 40 years
of Business in Brainerd.

Dave Badeaux
Mayor

David Chanski
Community Development Director

**CITY OF BRAINERD
PERSONNEL AND FINANCE COMMITTEE
AGENDA**

January 18th 2022

7:00 PM

WebEx Teleconference Call-In Information

Call Toll-Free: 1-844-992-4726

Access Code: 2494 768 1954

1. Discussion on 2022 Downtown Landscaping
2. Approve 2022 Street Department Unit Heater Replacements
3. Create an RFP Subcommittee and Appoint Three Council Members
4. Annual Authorization to Perform Electronic Transfers
5. 2022 Workers' Compensation Renewal Informational



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by:	Department:
Presenter (Name & Title):	Estimated Time Needed:
Summary of Issue:	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion:	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	

2022 Downtown Landscape Recommendations

- 1. Cleanup landscape beds and prepare beds for mulching (Late April to Early May)**
 - Includes cleanup of perennials, shrubs, leaves, garbage, cigarettes, and other debris
 - Rake planting beds and level mulch
- 2. Mulch & fertilize landscape beds (Mid-May to Late May – perennials are beginning to grow)**
 - Apply a 10-10-10 slow-release fertilizer to all trees, shrubs, and perennials. (osmocote)
 - Spread 2” to 3” of shredded mulch over landscape beds – (recommend red mulch)
 - Apply a pre-emergent weed killer after mulching (treflan)
- 3. Plant downtown urns (week after Memorial Weekend – Last average frost is June 1st)**
 - Prepare urns for planting by removing poor soil, loosening existing soil, and adding new potting soil.
 - Mix in a 10-10-10 fertilizer in the top 1” of potting soil.
 - Contract with a local green house in the fall for purchase of annuals and hanging baskets for the following year.
 - City Hall staff to pick up annuls that have been marked and set aside.
 - Installation of annuals by the City of Brainerd – 2 color variations – (Millet, Geraniums, Sweet Potatoe Vine, and Wax Begonias)
 - Hanging basket provider to install baskets on light posts.
 - Spread a light layer of pine bark mulch over planting urns.
 - Water annuals 3 times per week depending on rain (Once a week with a bloom booster fertilizer).
 - Reapply slow-release fertilizer in mid-July.
- 4. Maintain garbage, weeds, and tree suckers throughout the year.**
 - Apply roundup to all weeds that are 1’ away from plants and all weeds in the sidewalk
 - Pull all other weeds by hand
 - Weeds and suckers will be labor intense until mid-July.
 - Blow off small debris from sideway before street cleaning day.
 - Lilacs and Spireas should be cutback after flowering.
 - All other shrubs not flowering should be cut back late July/ early August.
 - Remove any dead shrubs.
 - Cut back any dead tree limbs or branches that impede pedestrian or vehicle traffic.
 - Any major pruning of trees should be done between November and March.

5. Landscape bed enhancement.

- A budget of up to \$800.00 to \$1,000.00 should be spent every year on plant replacement and enhancement. Budget to include material cost of plants and planting soil.
- Two landscape beds should be addressed in early June & two beds in late August. This would ensure that new plants are well maintained.
- Recommended Plants Include (Karl Foerster Grass, Northern Dropseed Grass, Daylily, Salvia, Catmint, Sedum, Alpine Current, Lilac, Hydrangea, Spirea, and Potentilla.

6. Winter preparation of planting beds and urns (Mid-September to Mid-October)

- Remove hanging baskets and all annuals from urns
- Disposal of annuals at Crow Wing County Landfill
- Prune any remaining shrubs

Downtown Budget

Labor for Downtown Intern - \$8,000.00
20 Downtown Hanging Baskets - \$3,000.00
15 Urns planted with annuals (Labor & Materials) - \$2,000.00
Fertilizer & Chemicals - \$500.00
Mulching of Landscape Islands and Parking Lot Beds – \$1,500
Topsoil and Plants for Replanting 4 Landscape Islands - \$1,000.00
Total - \$16,000

Implementation Options

Option 1: Authorize staff to conduct the proposed recommendations.

Option 2: Outsource downtown maintenance and landscaping

- Option will likely cost upwards of \$30,000 or more (see staff estimate below).
- Staff does not recommend having hanging flower baskets with this option as baskets need to be watered no less than 3 times per week and often daily in hot and dry conditions, including weekends and holidays.

Item	Cost	Notes	
Northwoods Maintenance	\$ 18,906.00	Based of 2020 Quote with 4% yearly increase	
Hanging Basket Watering	\$ 1,248.00	\$13 per hour x 6 hrs per week x 16 weeks	
Hanging Baskets	\$ 3,000.00		
Mulching	\$ 3,000.00		
Replanting Landsacpe Islands	\$ 1,500.00	Replanting of 2 to 4 landscape islands	
	\$ 27,654.00	Total Cost Estimate	

Option 3: Reduce level of service.

- Urns (to be watered 2-3 times per week)
- 1 initial light weeding and mulch all landscape islands in the spring
- Eliminate:
 - Hanging flower baskets
 - New topsoil and replantings
 - Regular weeding, pruning, tree sucker removal, and garbage pickup (above and beyond what Waste Partners does)
- Work to be done by staff as workload will not justify hiring of a part-time employee.
- Option will only exacerbate the current weed, overgrowth, and die-off conditions present in most downtown landscaping areas.
 - Long-term effects of this option will likely include the necessarily for completely replacing all landscaping downtown due to weed overgrowth, poor soil conditions, and mass die-offs.
- Estimated Cost: \$8,000

Option 4: Do nothing

*The City has also been in communication with the Destination Downtown Business Coalition (DDBC), who has expressed interest in partnering with the City. Areas staff has identified for partnership with the DDBC include:

- Fundraising to help cover the cost of plants and materials
- Spring cleanup
- Fall cleanup/winter prep



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by:	Department:
Presenter (Name & Title):	Estimated Time Needed:
Summary of Issue:	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion:	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	



P.O. Box 452
830 Brook Street
Brainerd, MN 56401

SERVING YOU SINCE 1940!
829-4332

QUOTATION

December 16, 2021

Valid 30 days

To: Brainerd Street Dept.
Attn: Shawn
Re: Unit heaters

We propose to provide labor and material for the following:

- Install five Reznor UDAP200 hanging unit heaters
 - o Direct replacement for existing units
 - o 200kBTU capacity
 - o 10 year heat exchanger warranty
- Reusing the existing components
 - o Venting
 - o Gas piping
 - o Electrical
 - o Unit hangers/supports
 - o If any of these items need replacing – this will be extra
- Install five Honeywell T1 non-programmable thermostat

Labor and material for the sum of:

\$13,200.00

Note! No permit to City of Brainerd included.

Joe Hines

Accepted by: _____ Date: _____
Payable in full within 30 days of invoice.

Paul Sandy

From: Shawn Middagh
Sent: Tuesday, January 11, 2022 7:32 AM
To: Paul Sandy
Subject: FW: City of Brainerd Street and Sewer garage heater replacement
Attachments: Brainerd Street Dept Pikes plumbing.doc

Thelen Heating: See below for estimate. And Pikes attached.

Shawn Middagh

Street and Sewer Foreman | City of Brainerd
724 Thiesse Drive, Brainerd, MN 56401
218-513-4412 mobile
218-828-2313 direct

From: Shawn Middagh <smiddagh@ci.brainerd.mn.us>
Sent: Wednesday, January 5, 2022 9:24 AM
To: Paul Sandy <psandy@ci.brainerd.mn.us>
Subject: Re: City of Brainerd Street and Sewer garage heater replacement

Five

Get [Outlook for iOS](#)

From: Paul Sandy <psandy@ci.brainerd.mn.us>
Sent: Wednesday, January 5, 2022 7:01:00 AM
To: Shawn Middagh <smiddagh@ci.brainerd.mn.us>
Subject: RE: City of Brainerd Street and Sewer garage heater replacement

How many is there again?

Paul G. Sandy, P.E.

City Engineer/Public Works Director | City Of Brainerd
501 Laurel Street, Brainerd, MN 56401
218.454.3411 direct | 218.828.2316 fax
218.513.0172 mobile
Email | psandy@ci.brainerd.mn.us
www.ci.brainerd.mn.us

From: Shawn Middagh <smiddagh@ci.brainerd.mn.us>
Sent: Wednesday, January 5, 2022 4:27 AM
To: Paul Sandy <psandy@ci.brainerd.mn.us>
Subject: Fwd: City of Brainerd Street and Sewer garage heater replacement

Thelen heater estimate.

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From: Nate Reilley <Nate@thelenheating.com>
Sent: Tuesday, January 4, 2022 2:10:18 PM
To: Shawn Middagh <smiddagh@ci.brainerd.mn.us>
Subject: FW: City of Brainerd Street and Sewer garage heater replacement

Shawn-

The price to replace the 200,000 BTU unit heaters with similar 200,000 BTU Unit heaters is \$3,500/unit, we can go to \$3,300 per heater if you do all 5 at one time.

Nate Reilley
Project Manager
Thelen Heating and Roofing, Inc.
1717 SE 13th Street
Brainerd, MN 56401
218-270-0413 mobile
218-454-4685 direct dial

From: Blake Thelen
Sent: Tuesday, January 4, 2022 2:06 PM
To: Nate Reilley <Nate@thelenheating.com>
Subject: FW: City of Brainerd Street and Sewer garage heater replacement

From: Shawn Middagh <smiddagh@ci.brainerd.mn.us>
Sent: Tuesday, January 4, 2022 12:31 PM
To: Blake Thelen <blake@thelenheating.com>
Subject: City of Brainerd Street and Sewer garage heater replacement

Blake,
Please send a quote for replacement of all 5 heaters for the City of Brainerd Street garage. Also note price difference if heaters are replaced one, two or three at a time. If you have any questions please feel free to contact me.

Thanks

Shawn Middagh
Street and Sewer Foreman | City of Brainerd
724 Thiesse Drive, Brainerd, MN 56401
218-513-4412 mobile
218-828-2313 direct



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by:	Department:
Presenter (Name & Title):	Estimated Time Needed:
Summary of Issue:	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion:	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	

AGREEMENT

THIS AGREEMENT, made this 29 day of March, 2012, by and between the CITY OF BRAINERD, a municipal corporation, hereinafter referred to as the CITY, and the PAUL BUNYAN ARBORETUM, DBA NORTHLAND ARBORETUM, a non-profit corporation, hereinafter referred to as the ARBORETUM.

WHEREAS, by a Charter amendment, certain tax revenues in the amount of one-half of a mill shall be levied upon the taxable property of the CITY for the partial funding of a program for the ARBORETUM. The value of the mill levy is converted to a tax rate percentage by using a formula established by the Minnesota Department of Revenue and calculated by the County Auditor; and

WHEREAS, the ARBORETUM has been operating programs on behalf of the citizens of Brainerd and Crow Wing County, Minnesota for many years; and

WHEREAS, the Council of the CITY deems it advisable to utilize the funds from the said tax levy in support of the programs operated by the ARBORETUM.

NOW, THEREFORE, it is mutually agreed between the parties hereto as follows:

1. That the ARBORETUM will continue to provide a program for the citizens of the CITY and surrounding area. In furtherance thereof:
 - a. That the ARBORETUM Board of Directors will employ an Executive Director to develop and maintain programs operated by the ARBORETUM.
 - b. That the ARBORETUM shall, on or before December 31 of each year, submit their budget including potential activities and projects for the upcoming calendar year to the CITY.
 - c. That the ARBORETUM shall furnish to the CITY annually, a financial statement prepared by an independent third party and/or audit that includes all funding received from the CITY and expenditures from said funds for the preceding year as well as a summary report of its program activities for the prior year.
2. That in consideration of said services, the CITY shall make payments to the ARBORETUM from the said levy as set forth below, subject to receipt by the CITY of the proposed budget, annual financial statements and proposed program activities by the ARBORETUM for the upcoming

year. Payments shall be made monthly to the ARBORETUM and shall be calculated by the CITY based on the value of the mill levy using information received from the County Auditor's Office. In December of each year, the monthly payment calculation for the current year will be reviewed to determine if payments accurately reflected tax levy collections. Based on this review, the monthly payment for the upcoming year will be adjusted to take into consideration over or under payments made during the current year. In the alternative, if it is found that an overpayment has been made by the CITY, the ARBORETUM has the option to repay the overage in a lump sum payment to the CITY within 30 days after the overpayment notification. In the case of an underpayment by the CITY, the ARBORETUM may request the CITY to repay the underpayment in a lump sum to the ARBORETUM within 30 days after the underpayment notification.

3. This AGREEMENT shall continue from year to year. If either party desires to modify or amend this AGREEMENT, it shall give written notice of such intent to the other party not less than ninety (90) days prior to the date such modification or amendment shall take effect.
4. This AGREEMENT shall be reviewed from time to time on an as needed basis but in no event later than 10 years from the date of the AGREEMENT noted above.

IN WITNESS WHEREOF, the parties hereto have affixed their signatures.

CITY OF BRAINERD

BY James E. Weller
MAYOR

BY [Signature]
CITY ADMINISTRATOR

PAUL BUNYAN ARBORETUM DBA
NORTHLAND ARBORETUM

BY [Signature]
PRESIDENT

BY [Signature]
EXECUTIVE DIRECTOR

AGREEMENT

THIS AGREEMENT, made this 10th day of May, 2012, by and between the CITY OF BRAINERD, a municipal corporation, hereinafter referred to as the CITY, and COMMUNITY ACTION COUNCIL OF CROW WING COUNTY, INC., DBA BRAINERD COMMUNITY ACTION, a non-profit corporation, hereinafter referred to as BRAINERD COMMUNITY ACTION.

WHEREAS, by a Charter amendment, certain tax revenues in the amount of one-half of a mill shall be levied upon the taxable property of the CITY for the partial funding of a program for BRAINERD COMMUNITY ACTION. The value of the mill levy is converted to a tax rate percentage by using a formula established by the Minnesota Department of Revenue and calculated by the County Auditor; and

WHEREAS, BRAINERD COMMUNITY ACTION has been operating said program on behalf of the citizens of Brainerd and the citizens of Crow Wing County for some past years; and

WHEREAS, the Council of the CITY deems it advisable to utilize the funds from the said tax levy in support of the programs operated by BRAINERD COMMUNITY ACTION.

NOW, THEREFORE, it is mutually agreed between the parties hereto as follows:

1. That BRAINERD COMMUNITY ACTION shall continue to provide a community action program for the citizens of the CITY and surrounding area similar to its past program. In furtherance thereof:
 - a. That with funding provided by the CITY, BRAINERD COMMUNITY ACTION Board of Directors, shall with budgeted funds, employ an Executive Director to develop and maintain programs operated by BRAINERD COMMUNITY ACTION.
 - b. That BRAINERD COMMUNITY ACTION shall, on or before December 31 of each year, submit their budget including potential activities and projects for the upcoming calendar year to the CITY.
 - c. That BRAINERD COMMUNITY ACTION shall furnish to the CITY annually IRS Form 990 or other appropriate document that includes all funding received from the CITY and expenditures from said funds for the preceding year as well as a summary report of its program activities for the prior year.
2. That in consideration of said services, the CITY shall make payments to BRAINERD COMMUNITY ACTION from the said levy as set forth below, subject to receipt by the CITY of the proposed budget, annual financial statements and proposed program activities by BRAINERD COMMUNITY ACTION for the upcoming year. Payments shall be made monthly to BRAINERD COMMUNITY ACTION and shall be calculated by the CITY based on the value of the mill levy using information received from the County Auditor's Office. In December of each year, the monthly payment

calculation for the current year will be reviewed to determine if payments accurately reflected tax levy collections. Based on this review, the monthly payment for the upcoming year will be adjusted to take into consideration over or under payments made during the current year. In the alternative, if it is found that an overpayment has been made by the CITY, BRAINERD COMMUNITY ACTION has the option to repay the overage in a lump sum payment to the CITY within 30 days after the overpayment notification. In the case of an underpayment by the CITY, BRAINERD COMMUNITY ACTION may request the CITY to repay the underpayment in a lump sum to BRAINERD COMMUNITY ACTION within 30 days after the underpayment notification.

3. CITY agrees to furnish BRAINERD COMMUNITY ACTION office space mutually agreeable to both parties hereto without cost to BRAINERD COMMUNITY ACTION. BRAINERD COMMUNITY ACTION will provide office and carpet cleaning and the related cleaning materials and supplies. CITY will provide paper products. As long as the BRAINERD COMMUNITY ACTION office continues to be located at 213 South 5th Street, Brainerd, MN, BRAINERD COMMUNITY ACTION will also provide office cleaning twice per week for the State of Minnesota Driver's License Office, as long as the State of Minnesota Driver's License Office continues to be located at 213 South 5th Street.
4. This AGREEMENT shall continue from year to year. If either party desires to modify or amend this AGREEMENT, it shall give written notice of such intent to the other party not less than ninety (90) days prior to the date such modification or amendment shall take effect.
5. This AGREEMENT shall be reviewed from time to time on an as needed basis but in no event later than 10 years from the date of the AGREEMENT noted above.

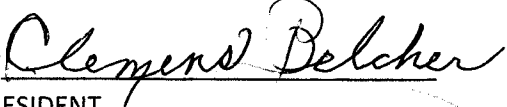
IN WITNESS WHEREOF, the parties hereto have affixed their signatures.

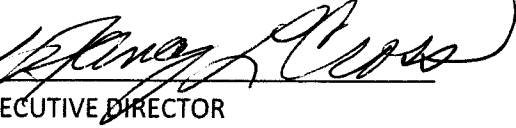
CITY OF BRAINERD

BY 
MAYOR

BY 
CITY ADMINISTRATOR

COMMUNITY ACTION COUNCIL OF
CROW WING COUNTY, INC., DBA
BRAINERD COMMUNITY ACTION

BY 
PRESIDENT

BY 
EXECUTIVE DIRECTOR

AGREEMENT

THIS AGREEMENT, made this 10 day of April, 2012, by and between the CITY OF BRAINERD, a municipal corporation, hereinafter referred to as the CITY, and LAKES AREA SENIOR ACTIVITY CENTER, a non-profit corporation, hereinafter referred to as the SENIOR CENTER.

WHEREAS, by a Charter amendment, certain tax revenues in the amount of one-half of a mill shall be levied upon the taxable property of the CITY for the partial funding of a program for Senior Citizens 55 and over. The value of the mill levy shall be converted to a tax rate percentage by using a formula established by the Minnesota Department of Revenue and calculated by the County Auditor;

WHEREAS, the SENIOR CENTER has been operating programs on behalf of the senior citizens 55 and over of the City of Brainerd and surrounding areas in Minnesota for many years; and

WHEREAS, the Council of the CITY deems it advisable to utilize the funds from the said tax levy in support of the programs operated by the SENIOR CENTER.

NOW, THEREFORE, it is mutually agreed between the parties hereto as follows:

1. That the SENIOR CENTER will continue to provide a program for the senior citizens of the CITY and surrounding area. In furtherance thereof:
 - a. That the SENIOR CENTER Board of Directors will employ an Executive Director to develop and maintain a program for seniors 55 and older.
 - b. That the SENIOR CENTER shall, on or before December 31 of each year, submit their budget including potential activities and projects for the upcoming calendar year to the CITY.
 - c. That the SENIOR CENTER shall furnish to the CITY annually, a financial statement prepared by an independent third party and/or audit that includes all funding received from the CITY and expenditures from said funds for the preceding year as well as a summary report of its program activities for the prior year.
2. That in consideration of said services, the CITY shall make payments to the SENIOR CENTER from the said levy as set forth below, subject to receipt by the CITY of the proposed budget, annual financial statements and proposed program activities by the SENIOR CENTER for the upcoming year. Payments shall be made monthly to the SENIOR CENTER and shall be calculated by the CITY based on the value of the mill levy using information received from the County Auditor's Office. In December of each year, the monthly payment calculation for the current year will be

reviewed to determine if payments accurately reflected tax levy collections. Based on this review, the monthly payment for the upcoming year will be adjusted to take into consideration over or under payments made during the current year. In the alternative, if it is found that an overpayment has been made by the CITY, the SENIOR CENTER has the option to repay the overage in a lump sum payment to the CITY within 30 days after the overpayment notification. In the case of an underpayment by the CITY, the SENIOR CENTER may request the CITY to repay the underpayment in a lump sum to the SENIOR CENTER within 30 days after the underpayment notification.

3. This AGREEMENT shall continue from year to year. If either party desires to modify or amend this AGREEMENT, it shall give written notice of such intent to the other party not less than ninety (90) days prior to the date such modification or amendment shall take effect.
4. This AGREEMENT shall be reviewed from time to time on an as needed basis but in no event later than 10 years from the date of the AGREEMENT noted above.

IN WITNESS WHEREOF, the parties hereto have affixed their signatures.

CITY OF BRAINERD

BY

MAYOR

BY

CITY ADMINISTRATOR

LAKES AREA SENIOR ACTIVITY CENTER

BY

PRESIDENT

BY

EXECUTIVE DIRECTOR



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by:	Department:
Presenter (Name & Title):	Estimated Time Needed:
Summary of Issue:	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion:	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

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Worker's Compensation Claims and Costs Related to PTSD



Public safety post-traumatic stress disorder (PTSD) claims have had significant cost implications for the League of Minnesota Cities Insurance Trust, resulting in higher-than-average premium rate increases over the last several years.

Since PTSD claims first became compensable in 2013, they have risen to a point where they're currently making up **about 30%** of the Trust's annual claim costs, with most of that arising from police claims.

For 2022,

workers' compensation rates for many members will increase, but an overall decrease in 2022 property/casualty rates combined with the **\$15 million** dividend that will be returned to members will help offset rising workers' compensation premiums.



If LMCIT didn't need to fund for projected PTSD costs,

it would be able to decrease rates about **25%** for 2022.

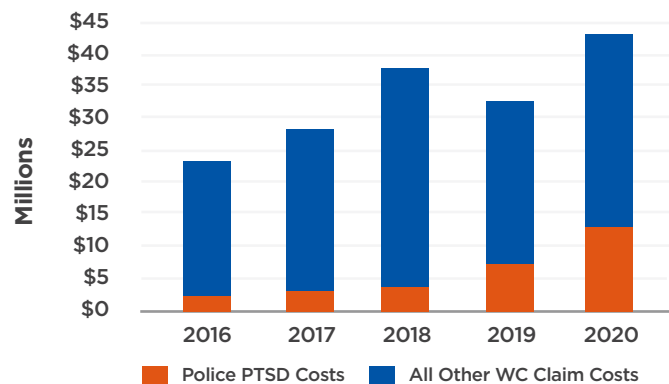


Since 2013,

the Trust has incurred roughly

\$36,000,000

in PTSD claim costs.



PTSD has become an increasingly larger portion of worker's compensation annual incurred costs (as of 6/30/2021)



PTSD is not a sign of weakness and can be successfully treated. Improper treatment or incorrect diagnosis can prolong suffering and end a promising career.



Public safety departments are facing a tighter job market, making it all the more important to successfully treat and retain high-performing individuals through a supportive work and social environment.

Through education resources and advocacy the Trust will continue to partner with members and all relevant stakeholders to stabilize workers' compensation claims and costs related to PTSD. You can help in several ways. Begin by visiting <https://www.lmc.org/ptsd-mental-health-toolkit/>

The Trust addresses PTSD and other health issues through:

Web resources

Online training (PATROL)

Safety and Loss Control Workshops

Regional meetings and discussions during member visits

PTSD and Mental Health Toolkit for police chiefs and administrators that covers topics such as prevention strategies, therapeutic responses, and mental health programs

A Duty Disability Group formed among law enforcement community stakeholders that work with the League's Intergovernmental Relations team to identify a workable state legislative PTSD disability funding solution without ties to the state's workers' compensation system



**CITY OF BRAINERD
SAFETY AND PUBLIC WORKS COMMITTEE
AGENDA**

January 18th 2022

6:15 PM

WebEx Teleconference Call-In Information Call Toll-

Free: 1-844-992-4726

Access Code: 2486 236 9425

1. Approve Event Application-Tour of the Lakes
2. Presentation- Brainerd 2022 Pavement Condition Assessment
3. Presentation- StreetScan Proposal and Software
4. Review Street Light Policy Capital Project Cost Examples



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

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Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion:	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	



SPECIAL EVENT APPLICATION

Date of Application: _____

Event applications can be submitted to the Engineering Department at 501 Laurel Street, Brainerd, MN 56401 or engineer@ci.brainerd.mn.us. Event applications that include a street closure must be submitted at least 30 calendar days prior to the event and will require City Council approval. All other event applications must be submitted at least 14 calendar days prior to the event.

Type of event: Event – City Parking Lot Event – City Park
 Event with Street Closure Other _____

Name of event: _____

Organizer Information

Organizer's Name: _____

Organizer's Address: _____

Event Contact Person: _____

Event Contact Daytime Phone: _____

Event Contact E-mail Address: _____

Contact Name/Number Day of Event: _____

For Profit/Nonprofit Status (type): _____

Applicant information (if different from the event organizer):

Applicant Name: _____

Applicant Address: _____

Applicant Phone: _____

Applicant E-mail Address: _____

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below

Recurring event (requires only one application submittal per year)

Event locations (*all dimensions are parking lot usable space estimates*):

- City Hall Parking Lot (130’ x 146’)
- Laurel Street Parking Lot (92’ x 120’)
- Front Street Parking Lot (66’ x 125’)
- City Street(s) (street closure request information on page 4 MUST be filled out)
- City Park (must contact the Parks & Recreation Department for information)
- Other (specify location above)

Description of Activities

Brief description of the activities planned during the event. If a parade/run/walk event, please describe the proposed route with the assembly and dispersal locations and attach a route map:

Site Information

Electrical usage	Yes	No

Describe the type of equipment to be used and how you intent to supply the power:

Outlet would be from nearby restaurant

Amplified Sound	Yes	No
-----------------	-----	----

Describe any recording and sound amplification equipment to be used in your event along with the times:

	Yes	No
Restrooms provided		

If yes, how many _____ (a ratio of 1 for every 100-150 people is recommended)

Company contracted for restrooms: Fyle's

(if restrooms are provided by neighboring property(s), please submit the location and property owner's signature to verify approval has been granted)

Signs, banners, and/or posters/flyers	Yes	No

Describe the signs, banners, posters, flyers and the locations:

Trash Receptacle Disposal	Yes	No

Company contracted for trash receptacle disposal:

Additional Event Information

Please provide a layout of the event showing booths, tents, staging, amusement, food, etc and provide a street map or park map showing the borders of the event.

Throughout all events, businesses should be reasonably accessible to the public. If a business's entrance is blocked by an event layout, then accommodations such as signage, handbills, or similar methods should be made available to mitigate the impact on customer access.

A \$100/day security deposit for publicly owned spaces ONLY is required (payable by check only). The security deposit will be refunded should the event site be left clean and void of trash and all event items are removed on the last day of the event. An event that does not occur will not have its security deposit refunded except for hazardous weather conditions, as determined by the City of Brainerd.

Street Closure Request Information

Describe the name and sections of the streets for which you are requesting temporary closure (e.g. South 7th Street between Maple Street and Front Street):

Date and time for beginning of street closures: _____ **am**

Date and time for reopening of streets: _____ **7:30 am**

Describe how your event preserves customer and residential access for businesses and houses along your proposed street closure (e.g. preserving pedestrian flow along sidewalks). Additional pages may be attached.

at the start

While the City continues to treat downtown as a venue for events, event plans must be balanced with the interests and needs of property owners.

If a street closure occurs along residential streets, reasonable efforts must be made to alert all property owners along the street of the proposed closure. All street closures shall be approved by the City Council. Failure to notify property owners and tenants in street closure areas will result in revocation of this permit.

For information regarding a street closure, please contact the City Engineering office at 218-828-2307 or engineer@ci.brainerd.mn.us.

Hold Harmless Agreement and Insurance Information

The Applicant covenants to save, defend, hold harmless, and indemnify the City of Brainerd and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees), charges, liability, or exposure, however caused, resulting from, arising out of, or in any way connected with the applicant's event herein described.

The City, at its discretion, may require the Applicant to obtain liability insurance for any event. If liability insurance is required, the following requirements apply:

- Minimum of \$1,000,000 in commercial general liability insurance.
- Applicant's insurance shall be primary.
- Insurance shall cover liability for injury death and property damage including coverage for alcohol related claims if alcohol will be served.
- The insurance policy must be issued by an insurance company licensed to do business in Minnesota acceptable to the City.
- The City must be named as an "Additional Insured" on the policy.
- At least ten (10) days prior to the event, the Applicant must provide to the City a Certificate of Insurance showing the required coverage.

Signature of Event Applicant

I attest that the above information is true and accurate, and I certify under penalties of perjury that I am authorized to execute contracts and other instruments and legally bind the Applicant.

/s/Edward R. Shaw

Signature of Applicant

Print Name

Contacts, Permits, and Fees Checklist

Each event has its own requirements and needs. Listed below is a summary of the permits common to many events. Please note that it is not necessary to have all permits approved upon submission of this application. However, this checklist should serve as a guide as you plan your event. *All events must have all permits and fees paid and approved prior to the start of the event.*

The Event Planner is responsible for providing the following (as needed) information:

Permit, License, or Checklist	Yes	Pending	N/A	Contact (See contact information below)
Authorization to use a city park				Contact the Parks & Recreation Department for information/procedure.
Fire/EMS/Police support				Check yes to request emergency support. The appropriate level of fire, EMS, and police support will be determined based on crowd size and the type of event. Fees may be discussed with the sponsor.
Food and vendor licenses				All vendors must apply for a temporary license through the Commissioner of Revenue's Office. Food vendors are required to collect and report meals tax. Contact City Hall for information/procedure.
Health Department Permit				All food vendors must apply for a temporary food permit through the Minnesota Health Department (MDH).
Insurance Certificate				May be required before issuing a permit.
Sign/banner Permits				Contact the Planning Department for information/procedure.
Parade Permit				Issued by the Police Department after complete submission of application.
Alcohol Use Permit				Must be approved by City Council after submission of the event application. Contact City Hall for information/procedure.

Contact Information

Administration Department:	(218) 828-2307 admin@ci.brainerd.mn.us
Parks and Recreation Department:	(218) 828-2320 parks@ci.brainerd.mn.us
Engineering Department:	(218) 828-2307 engineer@ci.brainerd.mn.us
Planning Department:	(218) 828-2307 planning@ci.brainerd.mn.us
Police Department:	(218) 829-2805 police@ci.brainerd.mn.us
Fire Department:	(218) 828-2312 fire@ci.brainerd.mn.us
MN Commissioner of Revenue:	(651) 282-5225 www.revenue.state.mn.us
MN Department of Health	(320) 223-7300 www.health.state.mn.us
MNDOT Baxter Office	(218) 828-5700 www.dot.state.mn.us

For Official Use Only

Department Sign-offs Required

Department	Date/Initials	Comments
Brainerd Public Utilities	_____	_____
City Administration	_____	_____
Engineering Department	_____	_____
Fire Department	_____	_____
Fire Support/EMS	_____	_____
Parks Department	_____	_____
Planning Department	_____	_____
Police Department	_____	_____

Event Application Approval

The event as described above is approved subject to any conditions noted on this form or otherwise set forth by the City of Brainerd.

City Administrator

Date

Approval Conditions

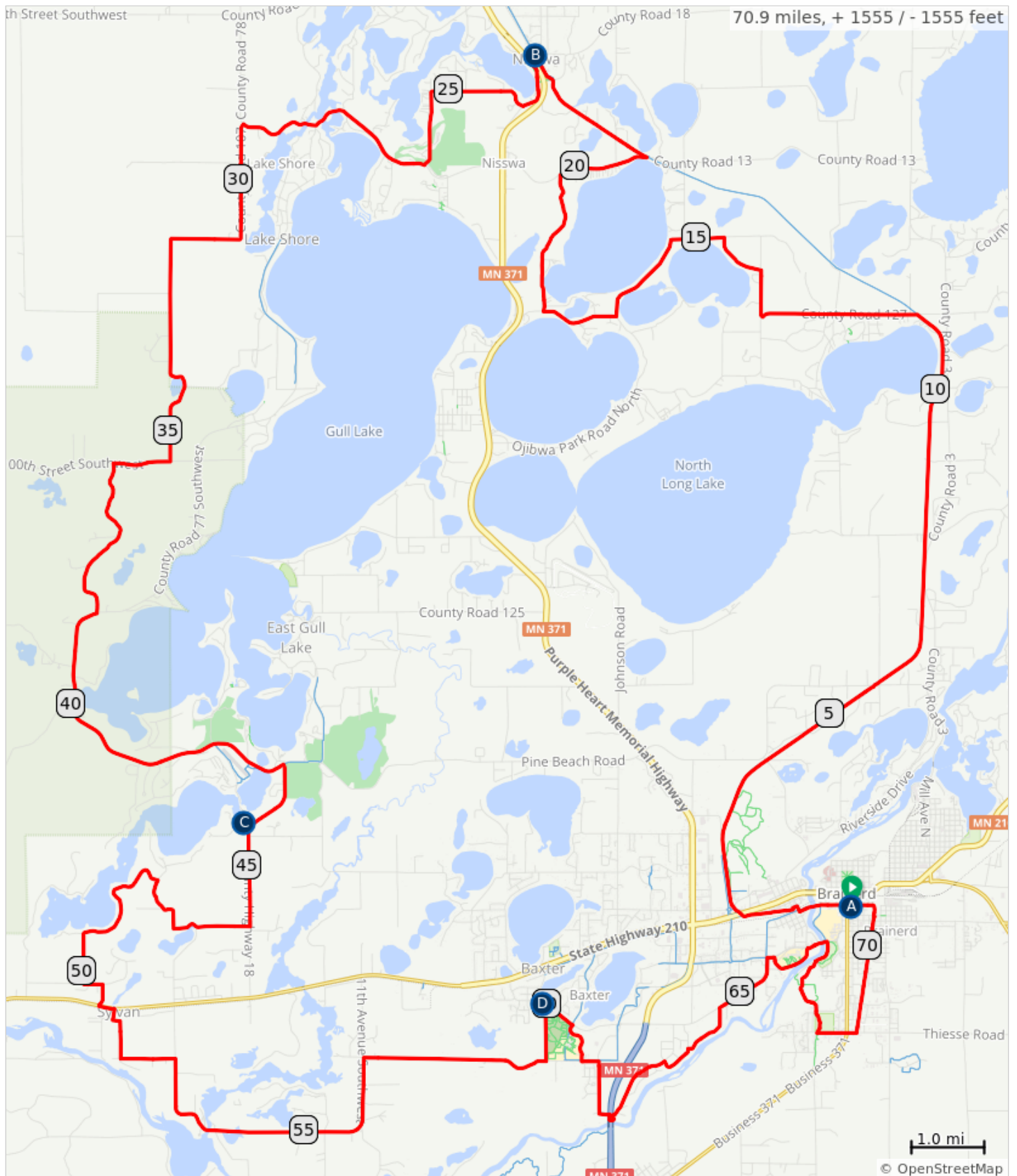
Certification of Street Closure Approval

The street closure request as described herein was approved by the City Council at their _____, 20__ meeting. Approval is subject to the following condition(s):

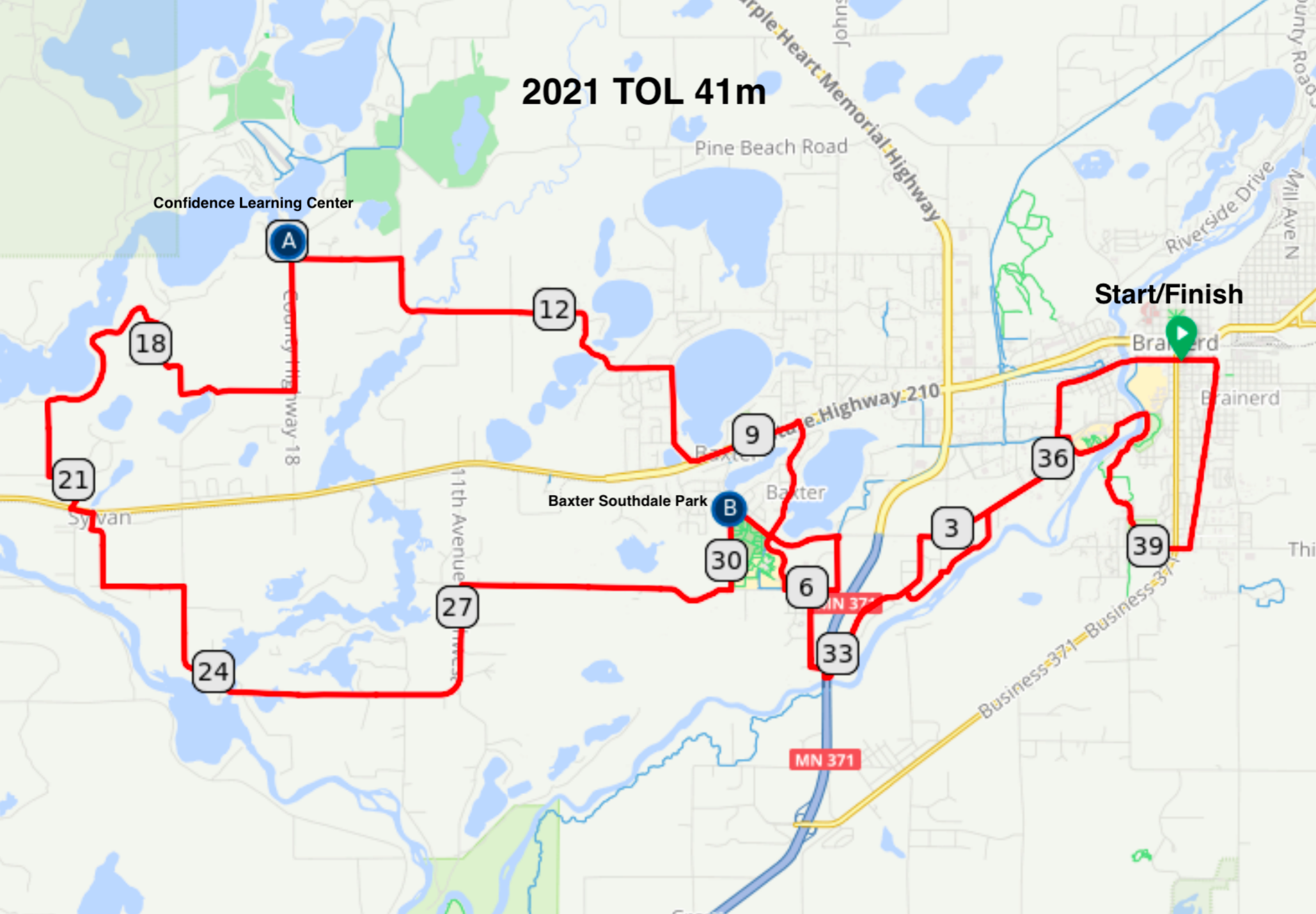
TOL 2021 71 miles mark 2b



A.	Start/Finish	C.	Confidence Learning Center
B.	Nisswa Rest stop	D.	Baxter Soccer Field rest stop



2021 TOL 41m





Brainerd City Council Agenda Request

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CITY OF BRAINERD

Annual Pavement Condition Assessment for 2022

Paul Sandy, PE – City Engineer/Public Works Director

1

Streets & Alleys

- 83.06 miles of streets
 - 80.20 miles paved
 - 0.17 Bridge
 - 2.61 miles unpaved
- 16.26 miles of alleys
 - 2.73 miles paved
 - 13.53 miles unpaved



2

2010-2020 (11 Years)

- Reconstructed or Resurfaced 112,998 LF (21.40 miles) of Street Length
 - 25.77% of the improved street system in Brainerd
 - 2.57% of the street system replaced per year or one time every 38.91 years.
 - Cost of \$18,695,791 - \$1,699,618 per year
 - Numbers do not include 2021 GASB reported streets such as Imp 19-10 (NE Brainerd Resurfacing), Imps 20-05/20-06 (Madison Street and SE Brainerd Resurfacing), Imp 19-01 (NW 4th Street), or Imp 19-19 (NW 3rd and Jackson Street)
- Seal coated 169,491 LF (32.10 miles)
 - 40.02% of the improved street system in Brainerd
 - 4.00% of street system preserved per year or one time every 25 years
 - Cost of \$1,183,048 - \$107,550 per year
- Cumulative Reconstructed, Resurfaced, and Preserved 282,489 LF (53.50 miles of street length)
 - 66.71% of the improved street system in Brainerd
 - 6.67% of street system reconstructed/resurfaced/preserved per year or one time every 14.99 years
 - Cost of \$19,878,839 - \$1,807,167 per year

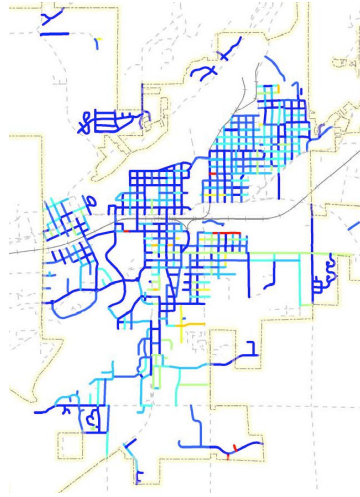
Some Past Projects

- College Drive
- N 10th St
- S 5th St
- SW 4th Street
- East River Road
- N 8th Street
- Willow Street
- Garfield Streets (10th, 11th, J, L)
- SE 28th Street
- NW Brainerd Resurfacing (James Street, NW 5th, NW 7th, NW 8th, NW 3rd)
- Jackson Street
- Buffalo Hills Lane
- Oak Street
- S 6th Street East Frontage Road
- S 6th Street (with MnDOT)
- Brook Street and SE 10th Street
- College Drive (Mill and Overlay)
- NE Brainerd Resurfacing - O Street, P Street, 10th Ave NE, J Street
- 5th Avenue NE, B Street, C Street, D Street
- H Street and 10th Avenue NE
- SE Brainerd Resurfacing - Portland Ave, St. Louis Ave, Chicago Ave, Rosewood Street, Pine Street, Walnut Street, SE 15th and 16th Streets



Bituminous Surface Rating

- The City undertook a Pavement Management Program back in 2005.
- Program rates each segment of street on a scale of 0-4 (0=Poor Condition, 4=Perfect Condition) using equations that measure different deficiencies found in pavements.
- The entire street system in Brainerd was rated in 2005, 2012, 2015, 2018, and 2021 (most recent).
- 2005 has been dropped off of this presentation for simplicity.



Surface Rating Comparison Between Years

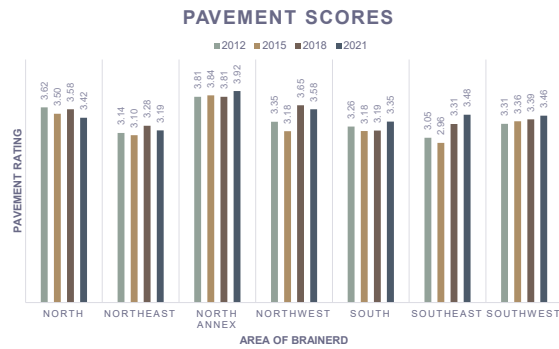
2018

- 0.0 – 4.0 Poor - Excellent
- **City – 3.35/4.0**
- North – 3.58
- Northeast – 3.28
- North Annex – 3.81
- Northwest – 3.65
- South – 3.19 (+0.0)
- Southeast – 3.31 (+0.35)
- Southwest – 3.39 (+0.03)

2021

- 0.0 – 4.0 Poor - Excellent
- **City – 3.40/4.0 (+0.05)**
- North – 3.42 (-0.16)
- Northeast – 3.19 (-0.09)
- North Annex – 3.92 (+0.11)
- Northwest – 3.58 (-0.07)
- South – 3.35 (+0.16)
- Southeast – 3.48 (+0.17)
- Southwest – 3.46 (+0.07)

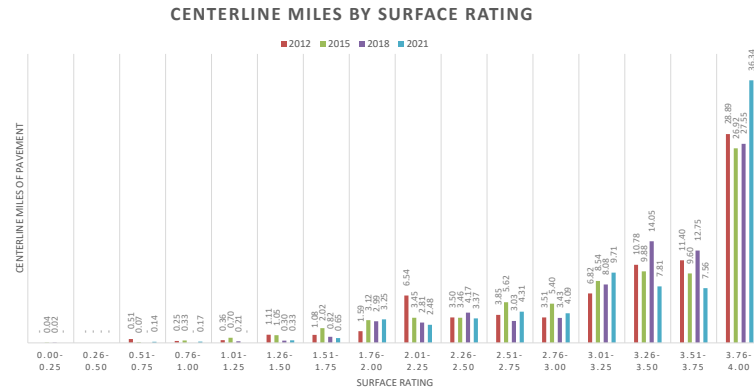
Surface Rating Comparison Between Years



Surface Rating Breakdown

Miles of Road by Surface Rating										
Surface Rating	2005		2012		2015		2018		2021	
	Miles	%	Miles	%	Miles	%	Miles	%	Miles	%
0.00-0.25	0.03	0.04%	-	0.00%	0.04	0.05%	0.02	0.03%	-	0.00%
0.26-0.50	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
0.51-0.75	-	0.00%	0.51	0.63%	0.07	0.09%	-	0.00%	0.14	0.17%
0.76-1.00	0.62	0.80%	0.25	0.31%	0.33	0.41%	-	0.00%	0.17	0.21%
1.01-1.25	0.14	0.18%	0.36	0.44%	0.97	1.20%	0.21	0.27%	-	0.00%
1.26-1.50	2.29	2.93%	1.11	1.39%	1.05	1.31%	0.30	0.37%	0.33	0.42%
1.51-1.75	1.99	2.55%	1.08	1.35%	2.02	2.51%	0.82	1.02%	0.65	0.81%
1.76-2.00	4.63	5.92%	1.59	1.99%	3.12	3.89%	2.99	3.72%	3.25	4.05%
2.01-2.25	2.16	2.77%	6.54	8.16%	3.45	4.31%	2.81	3.50%	2.48	3.09%
2.26-2.50	3.18	4.07%	3.50	4.37%	3.46	4.31%	4.17	5.20%	3.37	4.20%
2.51-2.75	4.25	5.44%	3.85	4.80%	5.62	7.00%	3.03	3.77%	4.31	5.37%
2.76-3.00	10.47	13.40%	3.51	4.38%	5.40	6.74%	3.43	4.28%	4.09	5.10%
3.01-3.25	3.39	4.33%	6.82	8.50%	8.54	10.65%	8.08	10.07%	9.71	12.11%
3.26-3.50	6.47	8.27%	10.78	13.44%	9.88	12.32%	14.05	17.52%	7.81	9.73%
3.51-3.75	10.19	13.04%	11.40	14.22%	9.60	11.97%	12.75	15.90%	7.56	9.43%
3.76-4.00	28.32	36.25%	28.89	36.02%	26.92	33.57%	27.55	34.35%	36.34	45.31%
Totals	78.13	100.00%	80.21	100.00%	80.20	100.00%	80.20	100.00%	80.20	100.00%

Surface Rating Breakdown



Age of Streets - Bituminous

- 2021**
- City – 22.92
 - North – 22.97
 - Northeast – 28.44
 - North Annex – 15.35
 - Northwest – 19.06
 - South – 22.24
 - Southeast – 22.37
 - Southwest – 15.62



Pavement Update – January 2022 12

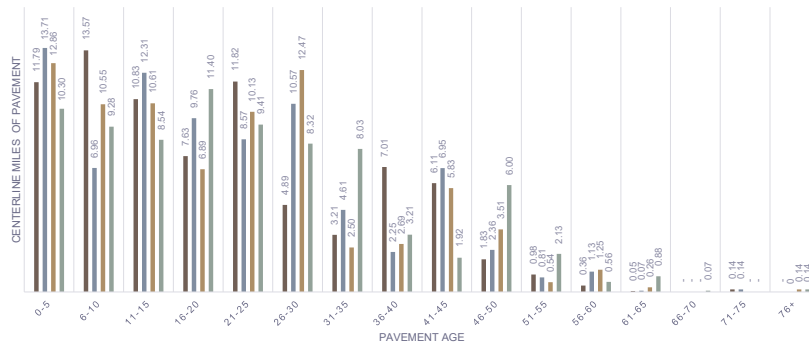
Age of Streets - Bituminous

Pavement	2005		2012		2015		2018		2021	
Age	Miles	%	Miles	%	Miles	%	Miles	%	Miles	%
0-5	15.68	20.07%	11.79	14.70%	13.71	17.09%	12.86	16.03%	10.30	12.84%
6-10	10.35	13.25%	13.57	16.92%	6.96	8.68%	10.55	13.15%	9.28	11.58%
11-15	9.07	11.61%	10.83	13.50%	12.31	15.35%	10.61	13.22%	8.54	10.65%
16-20	11.72	15.00%	7.63	9.51%	9.76	12.17%	6.89	8.59%	11.40	14.21%
21-25	6.51	8.33%	11.82	14.74%	8.57	10.68%	10.13	12.62%	9.41	11.73%
26-30	3.87	4.95%	4.89	6.09%	10.57	13.18%	12.47	15.55%	8.32	10.38%
31-35	10.21	13.06%	3.21	4.00%	4.61	5.74%	2.50	3.11%	8.03	10.02%
36-40	5.98	7.66%	7.01	8.75%	2.25	2.80%	2.69	3.35%	3.21	4.01%
41-45	2.05	2.63%	6.11	7.63%	6.95	8.66%	5.83	7.27%	1.92	2.39%
46-50	2.03	2.60%	1.83	2.28%	2.36	2.95%	3.51	4.37%	6.00	7.48%
51-55	0.21	0.27%	0.98	1.22%	0.81	1.01%	0.54	0.68%	2.13	2.66%
56-60	0.17	0.21%	0.36	0.44%	1.13	1.41%	1.25	1.55%	0.56	0.70%
61-65	0.14	0.18%	0.05	0.06%	0.07	0.09%	0.26	0.32%	0.88	1.09%
66-70	-	0.00%	-	0.00%	-	0.00%	-	0.00%	0.07	0.09%
71-75	-	0.00%	0.14	0.17%	0.14	0.17%	-	0.00%	-	0.00%
76+	0.14	0.18%	0.00	0.00%	0.14	0.17%	0.14	0.17%	0.14	0.17%
Totals	78.13	100.00%	80.21	100.00%	80.20	100.00%	80.20	100.00%	80.20	100.00%

Age of Streets - Bituminous

CENTERLINE MILES BY PAVEMENT AGE

■ 2012 ■ 2015 ■ 2018 ■ 2021



13

Parking Lots/Trails

Location	Last Surfaced	Last Seal Coated	Last Crack Sealed	Last Striped	Pavement Condition	Funding
Parking Lots						
City Hall Parking Lot	2021	Never		2021	Excellent	City
Police Department Parking Lot	2006	2021	2021	2021	Excellent	City
Fire Hall 1 Parking Lot North	2002	2021	2021	2021	Excellent	City
Fire Hall 1 Parking Lot South	1984	Never		none	Good	City
Fire Hall 2 Parking Lot North	2002	2021	2021	2021	Excellent	City
Fire Hall 2 Parking Lot South	2002	2021	2021	2021	Excellent	City
Street Department Garage Parking Area	2002	Never		2013	Good	City
Lum Park Parking Areas	1989	Never		2012	Fair	City
Kiwanis Park Parking Areas	1989	Never		2012	Fair	City
Gregory Park Parking Area	2015	Never		none	Excellent	City
Bane Park Parking Lot	2010	Never		2010	Good	City
Memorial Parking Lot East	2007	2015	2021	2007	Good	City
Memorial Parking Lot West	1988	Never		2014	Poor	City
Trailside Parking Lot	2010	Never		2010	Good	City
S 7th Parking Lot Downtown	2021	Never		2021	Excellent	Parking
Laurel St Parking Lot Downtown	2021	Never		2021	Excellent	Parking
Front St Parking Lot Downtown (BN)		Never		2013	Fair	Parking
Library Parking Lot South	2021	Never		2021	Excellent	City
Maple Street Parking Lot	2009	Never		2009	Good	Parking
Alley Parking (Downtown 6th-7th)	2021	Never		2021	Excellent	Parking
Alley Parking (Downtown 7th-8th)		Never		2013	Good	Parking

14

Parking Lots/Trails

Location	Last Surfaced	Last Seal Coated	Last Crack Sealed	Last Striped	Pavement Condition	Funding
Trails						
Bane Park Trails	2013	Never		none	Good	City
Buffalo Hills Trail	2012	2020		none	Good	City
Paul Bunyan Trail (West Brd)	2001	2015		None	Good	City
Laurel St (CLST)	2001	2015		None	Good	City
East River Road (CLST)	2001	2015	2014	None	Good	City
S 8th St (CLST)	2010	2015		None	Good	City
Oak St (CLST)	2010	2015		None	Good	City
S 5th St (CLST)	2012	2015		None	Good	City
College Dr (CLST)	2012	2020		None	Good	City
Boom Lake Trail	1989			None	Bad	City
Spur Line Trail	1996	2020	2013	None	Fair	City
Industrial Park IV Trail	2008	2020		none	Good	City
TH 210 Trail (5th Ave - Lum Park Rd)		Never		None	Poor	City

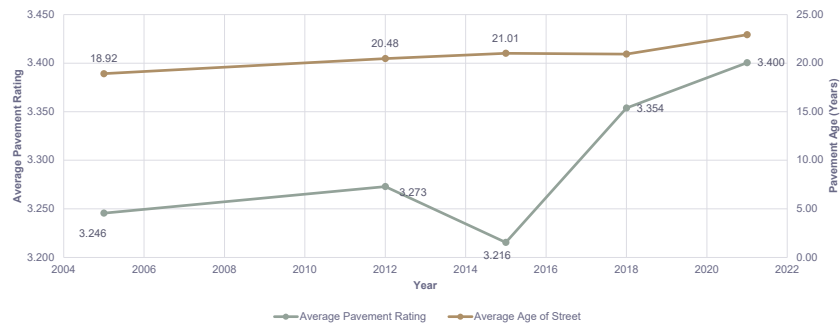
Summary

Miles of Road by Surface Rating										
Surface Rating	2005		2012		2015		2018		2021	
	Miles	%	Miles	%	Miles	%	Miles	%	Miles	%
0-1.0	0.66	0.84%	0.76	0.94%	0.44	0.54%	0.02	0.03%	0.31	0.39%
1.01-2.0	9.05	11.58%	4.15	5.17%	6.88	8.58%	4.32	5.38%	4.23	5.28%
2.01-3.0	20.07	25.68%	17.41	21.71%	17.93	22.36%	13.44	16.75%	14.24	17.76%
3.01-4.0	48.36	61.90%	57.90	72.18%	54.95	68.51%	62.43	77.84%	61.42	76.58%
Totals	78.13	100.00%	80.21	100.00%	80.20	100.00%	80.20	100.00%	80.20	100.00%

Summary

Pavement Management Summary					
	2005	2012	2015	2018	2021
Average Pavement Rating	3.246	3.273	3.216	3.354	3.400
Average Age of Street	18.92	20.48	21.01	20.94	22.92

PAVEMENT MANAGEMENT SUMMARY



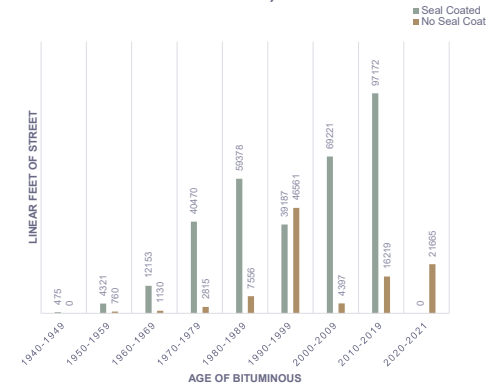
17

Bituminous Age & Maintenance

- Preventative maintenance extends pavement life
- Seal Coats
- Crack Sealing



LINEAR FEET BY AGE BITUMINOUS (CHIP SEAL)



18

Pothole Patch

Year	Quantity	Cost	Unit Cost
2007	66.5	\$ 2,833.32	\$ 42.61
2008	68.48	\$ 4,193.64	\$ 61.24
2009	61.29	\$ 3,926.95	\$ 64.07
2010	23.3	\$ 1,444.31	\$ 61.99
2011	94.43	\$ 6,606.68	\$ 69.96
2012	21.9	\$ 1,451.15	\$ 66.26
2013	59.52	\$ 5,401.92	\$ 90.76
2014	31.06	\$ 2,018.90	\$ 65.00
2015	80.28	\$ 7,626.60	\$ 95.00
2016	79.87	\$ 7,587.65	\$ 95.00
2017	80.17	\$ 7,616.15	\$ 95.00
2018	80.15	\$ 9,618.00	\$120.00
2019	60.77	\$ 7,292.40	\$120.00
2021	40.27	\$ 5,436.45	\$135.00
Average	60.57	\$ 5,218.15	\$ 84.42

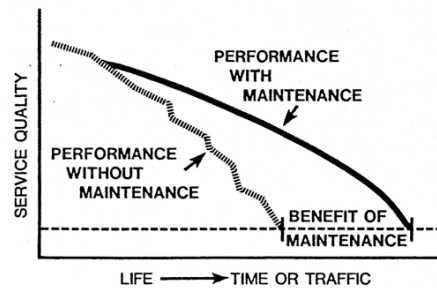
Street Priority List

- Maintenance
 - All newer roads-Surface Rating >3.0 or newer than year 2000
- Resurfacing
 - Beech Street
 - Evergreen Avenue
 - Rosewood, Sycamore, Tamarack, Pine Streets
 - S 10th Street
 - S 7th and S 8th Streets
 - Paul Street and Paul Circle
 - Todd Street
 - Madison Street
 - Hillcrest/Norway Ct/Belle Rae/Carol Ln/Woodcrest Rd/Pineview Dr/Hawkins Dr/Linden Ln/Spruce Dr
- Mill and Overlay
 - Graydon Avenue
- New Construction
 - Greenwood Street
- Reconstruction
 - Wright Street/S 10th Street (Industrial Park)
 - N 6th, 7th, 3rd Streets
 - S 7th St
 - Juniper Street



Pavement Management Cost By Project Type (Maintenance)

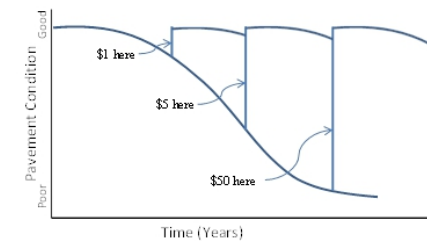
- Preventative
 - Micro Surfacing
 - \$15.00/Lin Ft
 - Seal Coating (Fog Seal)
 - \$7.50/Lin Ft
 - Crack Sealing
- Corrective
 - Street Patching
 - \$4.00/Sq Ft
- Temporary
 - Pothole Filling



21

Pavement Management Cost By Project Type (Construction Only)

- Total Reconstruction
 - Curb, Aggregate, Pavement
 - \$130/Lin Ft
 - Bituminous Reconstruct
 - Aggregate, Pavement
 - \$80/Lin Ft
 - Reclaim & Inlay (Mill & Inlay)
 - Aggregate, Pavement
 - \$60/Lin Ft
 - Bituminous Resurfacing
 - Pavement
 - \$50/Lin Ft
 - Overlay
 - Pavement
 - \$40/Lin Ft
- *Note: street costs only – does not reflect utility or pedestrian improvements.



22

When to Improve the Road?

- Pavement Condition
 - Surface Rating
- Pavement Age
- Maintenance Needs
- Complaints
- Underground Utility Needs
- Traffic
- Project Coordination



How to Improve the Road?

- | | |
|--|--|
| <ul style="list-style-type: none"> • Improvement Factors <ul style="list-style-type: none"> • Cost Effectiveness • Condition of Curb • Drainage • Grade • Subgrade • Bituminous Section • Surface Condition <ul style="list-style-type: none"> • Surface Rating • Utility Replacement Needs • Traffic | <ul style="list-style-type: none"> • 9 Ton Design <ul style="list-style-type: none"> • State Aid Streets • Commercial Districts • 3.5" Bituminous • 5" Aggregate • Residential St Design <ul style="list-style-type: none"> • 2" Bituminous • 4" Aggregate |
|--|--|

Pavement Update – January 202225

QUESTIONS



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by:	Department:
Presenter (Name & Title):	Estimated Time Needed:
Summary of Issue:	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion:	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	

Street Scan Proposal Evaluation

Services		One-Time	Annual
Street StreetScan Data Collection*	ScanCar Data Collection	\$ 14,580.00	
	Data Processing		
	Processed Data Results		
	Mobilization and Setup	\$ 4,500.00	
Sidewalk StreetScan Data Collection*	ScanCart Data Collection	\$ 9,520.00	
	Data Processing		
	Sidewalk Videos		
	Processed Data Results		
	Mobilization and Setup	\$ 3,000.00	
Asset Management Module	Asset Management	\$ 2,500.00	\$ 5,750.00
Additional Asset Collection	360 Degree Imagery Package	\$ 2,025.00	
	Sidewalk GIS Database	\$ 2,430.00	
	Curb GIS Database	\$ 4,050.00	
	Traffic Signage (4 Attributes)	\$ 5,015.00	
	Catch Basins	\$ 3,240.00	
	Manholes	\$ 2,430.00	
	ADA Sidewalk Width	\$ 1,600.00	
	ADA Ramp Compliance	\$ 4,800.00	
Sub-Total		\$ 59,690.00	\$ 5,750.00
*5-year Re-Scan of Street/Sidewalks			\$ 6,320.00
Total Annual Cost (w/ 5-year re-scan)			\$ 12,070.00

One-Time Cost

Annual Cost



Automated Asset Management Proposal

Brainerd, MN

November 22, 2021

Proposal for Brainerd, MN

Prepared for:

Paul Sandy

City Engineer/Interim Public Works Director

City of Brainerd, MN

501 Laurel Street

Brainerd, MA 56401

218-454-3411

Prepared by:

StreetScan Inc.

603 Salem Street

Wakefield, MA 01880

617.399.8236

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November 22, 2021

Paul Sandy, City Engineer/Interim Public Works Director
City of Brainerd
501 Laurel Street
Brainerd, MN 56401

Thank you for your interest in StreetScan. Municipalities worldwide are faced with aging infrastructure and limited budget resources to repair and maintain them. Having the ability to monitor the health of your street network through an abundance of data collected via multiple vehicle-mounted sensors allows your staff to properly allocate repair and maintenance budgets. This is now made possible in an affordable, objective way utilizing StreetScan's advanced mobile sensing vehicle and online web-based app.

Our service offering includes:

- Data Collection: vehicle survey of paved lane miles.
- Data Processing of pavement condition and assets.
- Data Visualization: pavement monitoring system including StreetScan's Pavement Rating (SPR) Report.
- Pavement Management Plan: maintenance and budget options, suggestions and scenarios; optional cloud-based access with robust interactive planning and budgeting tools.

Also available (see Appendices for more details):

- 360° imagery Viewer
- Optional asset extractions including pavement markings, traffic signs, utility assets, street lighting, sidewalks, curbs, trees, etc.

On behalf of the team at StreetScan, we are pleased to submit this proposal for your review. We strive to be as accurate as possible in our initial projections and cost estimates, and look forward to meeting with you soon to discuss any questions you may have.

Yours truly,



William Eddy
Account Manager

1.ABOUT US

At StreetScan, we come to work each day because we want to solve our clients' biggest problems when it comes to monitoring their street assets. We have a Smart City Mobile Sensing Service Offering targeted at providing clients with an intelligent, objective and affordable way to manage those assets.

Throughout the history of business, people have used data to make more informed decisions. StreetScan enables exactly this for our municipal clients.

Municipalities no longer have to send inspectors into the field for pavement surveys. Now, they can leverage the power of data to improve their decision-making abilities.

This all came about as a result of a 2009 groundbreaking project at Northeastern University that received more than \$18 million in funding over a 5-year period. This stamp of approval was due to the power of the project to end localized pavement inspections and enable continuous network-wide health monitoring of roadways.

What kind of technology made this possible? Versatile Onboard Traffic Embedded Roaming Sensors (VOTERS). A framework, prototype and blueprint were successfully designed and developed, and in 2015, StreetScan was launched as a spin-off of the project. It is our comprehensive, advanced hardware and software turn-key solution that distinguishes us from the competition. More importantly, it provides street asset monitoring at a reasonable cost for our clients.

2017 saw the emergence of our current Smart City Service Offering and we have combined this service with our pavement management offering. Clients save time, money and no longer require additional field surveys. Our ScanCars can enable municipalities and other clients to extract and monitor critical assets such as pavement condition, traffic signage, pavement markings, streetlights and other transportation infrastructure assets.

We embrace progress. In 2018, StreetScan launched Streetlogix. This extensively customizable, web-based GIS asset management software has changed the landscape for municipalities. Municipalities can now optimize their budget within a user-friendly GIS environment. The system provides objective information on the current state of their infrastructure and makes maintenance and repair recommendations, including the prioritization of roadway projects. Using unprecedented data visualization and budget optimization tools, our clients have been creating defensible data-driven Capital Improvement Plans while successfully justifying their budgeting requests.

The most important thing you need to know about StreetScan is our data-driven approach. It will change the way you monitor your street assets – for the better and for the future.



Powered by AI



2. OUR TEAM



William Eddy – Sr. Account Manager – William is an experienced Sales Professional and Smart City Solutions provider. He has been working with Municipalities in the Eastern US for over 10 years assisting cities in the deployment of cutting-edge, data-driven solutions to improve operations and create efficiencies. Bill has worked with industry leaders such as Bigbelly and Enevo. He is a graduate of the University of Massachusetts and resides in New England.



David M. Vines – Sr. Project Manager – David will provide project management leadership for the road condition assessment of the municipal road network. As the primary point of client contact, David will coordinate the project from the kickoff meeting to project delivery. He will provide geotechnical support for route creation, results publishing and end-user training on software functionality. David joined StreetScan as a Research and Development Engineer and was instrumental in the initial setup of the firm. He received his Ph.D. in Civil Engineering and a MS in Structural Engineering from Northeastern University in Boston, MA, as well as a B.S. in Civil Engineering from Valparaiso University in Valparaiso, IN.



Kathy Zarrehparvar – Sr. Implementation Project Manager – Kathy works closely with Streetlogix customers to successfully implement our software products. She manages projects from initiation to delivery and ensures that Streetlogix users are properly onboarded. Kathy brings 15 years' experience in project management, software implementation, and process improvements skills. She is well versed in understanding customers' needs and goals to help tailor solutions that optimize their operations and workflows. A Certified Project Management Professional, Kathy received her B.S. in Civil Engineering from the Eastern Mediterranean University in Northern Cyprus, and an Associate Certificate in Applied Web Development from the British Columbia Institute of Technology.



Ivano Teti – Customer Success Manager, Streetlogix – Ivano provides ongoing support to our customers from their onboarding of Streetlogix through the long term, ensuring they reach their goals for integrating asset management technologies to enhance their daily operations. He brings over 13 years' experience in sales and management, with a strong knowledge of the traffic, transit signal and detection industry. Prior to joining Streetlogix, Ivano managed accounts and inside sales at Electromega Ltd. where he provided adaptable and cost-efficient traffic solutions to Ontario municipalities alongside external partners such as Leotek, Siemens, and others. Ivano has completed management courses at Concordia University's John Molson School of Business in Montreal, QC.

3.THE STREETSCAN SYSTEM

StreetScan's automated data collection and algorithm-based roads prioritization software can help optimize your road budget and provide user-friendly analytics about the status of your roads and sidewalks.



Data Collection

StreetScan's vehicles equipped with multi-sensor systems detect pavement & sidewalk surface distresses without interrupting traffic flow.

Data Processing

Optimized algorithms evaluate and prioritize repairs of assets, including pavement, sidewalks, traffic signs, and more.

GIS Analytics

Collected data goes into Streetlogix, our unique **cloud-based application**, allowing municipalities to visualize and manage road assets in order to schedule maintenance within a user-friendly GIS environment.



4. STREETLOGIX SOFTWARE

4.1 ASSET MANAGEMENT SOFTWARE

Streetlogix's **Asset Management Module** is a cloud-based mapping, analysis, and decision-making tool for the public sector. Use it to create maps, analyze data and plan road repairs, sidewalk projects, traffic signs and right-of-way budgeting decisions. Your data and maps are stored in a secure and private infrastructure and can be configured to meet your mapping and IT requirements.

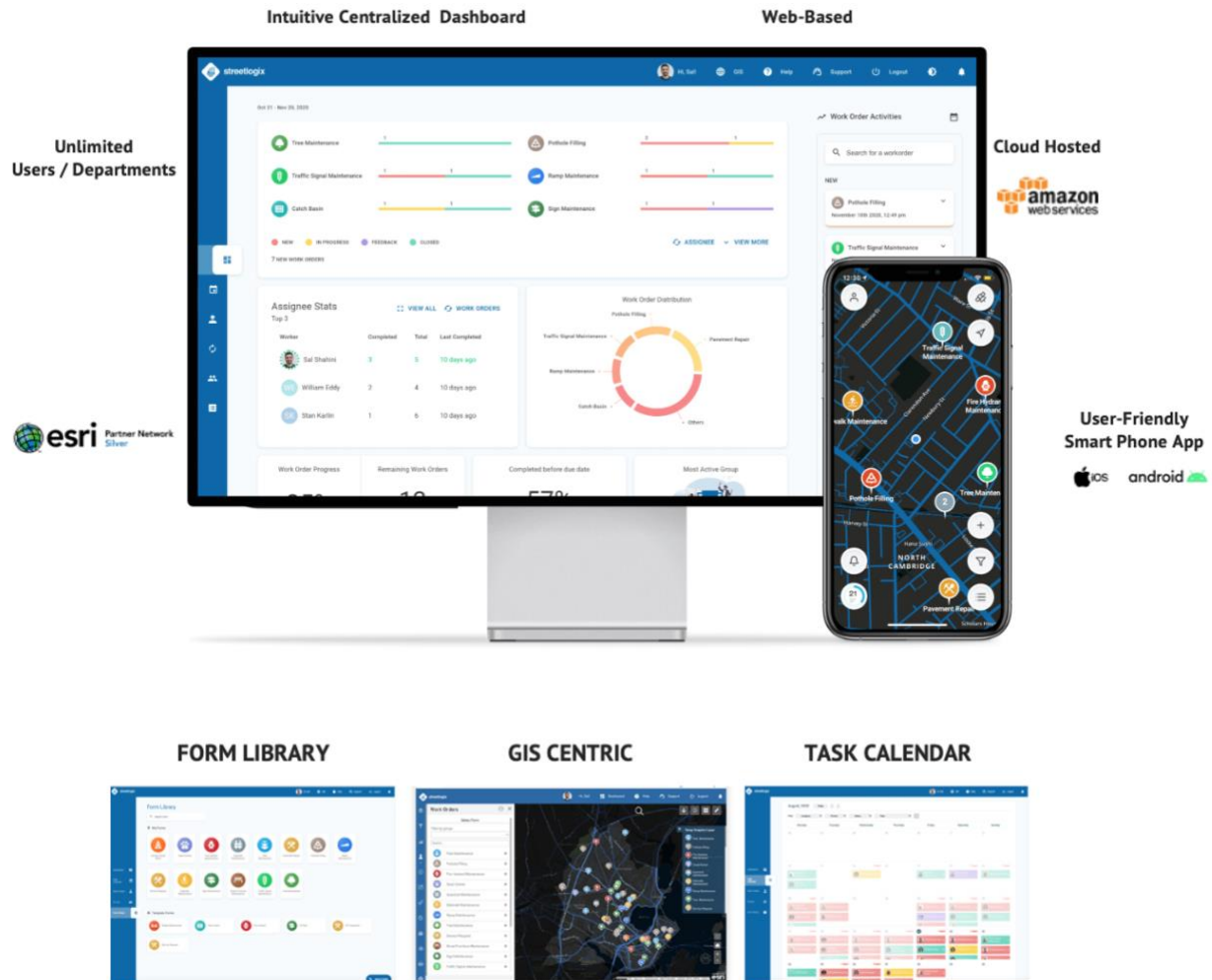
Asset Management Key Features:



4.2 WORK ORDER MANAGEMENT SYSTEM

Streetlogix's **Work Order Management System** brings greater organization, efficiency, and accountability to your task management planning, allowing you to effectively schedule, track and manage all work orders, as well as monitor work order performance metrics in a centralized dashboard. Plus, you can track and complete work orders in the field using our app on your mobile device.

Work Order Key Features:



4.3 CITIZEN ENGAGEMENT APP

Streetlogix's **Citizen Engagement App** empowers your residents to submit service requests while enabling you to easily monitor the submissions. Our 311 application ensures your residents that each request is heard, acknowledged and tracked. It is simple to use, easy to set up, and allows automatic updates for residents on efforts to keep their community functioning. Streetlogix Citizen Engagement app helps you build a collaborative, transparent and stronger community.

Resident Online Form:

The four screenshots illustrate the user flow for submitting a service request via the Citizen App:

- Screenshot 1:** The initial screen with a map view and a list of 'Open Complaints' on the right. The map shows a location in Austin, TX.
- Screenshot 2:** The 'Type of Complaint' selection screen. Users can choose from categories like 'Pipe Leakage', 'Dead Animal', 'Dead Animal', 'Other', 'Trash', 'Pipe Leakage', and 'Support'.
- Screenshot 3:** The 'Enter details' screen where users provide their name, email address, street address, city, state, and postal code.
- Screenshot 4:** The final confirmation screen showing the submitted request details and a 'NEXT' button.

Layout Editor:

Seamless integration
with Work Order App

The screenshot displays the 'Service Request' layout editor, which integrates with the Work Order App. It shows a table of complaints with the following data:

Type	Reported By	Address	Submission Date	Status	Source
Pipe Leakage	Sally Shalins	101 South 1st Street, Austin, TX, USA	January 19, 2021	New	Call
Other	Sally Shalins	2001 Touchstone St, Austin, TX 78705, USA	December 22nd 2020	In Progress	Citizen App
ADA Ramp	Sally Shalins	1804 Vance Ct, Austin, TX 78701, USA	December 22nd 2020	New	Citizen App
Bridge	Ronnie Turner	Atlantic Ocean	December 16th 2020	In Progress	Citizen App
Support	Ronnie Turner	Service de voirie et d'entretien: Brossard, QC J4N 1C6, Canada	December 16th 2020	New	Citizen App
Light Fixture	Ronnie Turner	16016 Montclair Lane, 55117 545, Canada	December 16th 2020	In Progress	Citizen App

5. PRICING OVERVIEW

5.1 DATA COLLECTION (STREETSCAN)

PAVEMENT MANAGEMENT				
	SERVICES INCLUDED	CENTERLINE MILES	\$/CL	TOTAL
 DATA COLLECTION	ScanCar Data Collection	81 mi	\$180	\$14,580
	Data Processing			
	Processed Data Results			
Mobilization and Setup Cost				\$4,500
TOTAL				\$19,080

SIDEWALK MANAGEMENT				
	SERVICES INCLUDED	SIDEWALKS MILES	\$/MI	TOTAL
 DATA COLLECTION	ScanCart Data Collection	40 mi	\$238	\$9,520
	Data Processing			
	Sidewalk Videos			
	Processed Data Results			
Mobilization and Setup Cost				\$3,000
TOTAL				\$12,520

5.2 SOFTWARE (STREETLOGIX)

STREETLOGIX SOFTWARE MODULE PRICING					
 streetlogix MODULES	POPULATION	ANNUAL LICENSE	ANNUAL DATA	IMPLEMENTATION FEE	TOTALS
ASSET MANAGEMENT	13,373	\$5,000	\$750	\$2,500	\$8,250
WORK ORDER		\$12,000	\$2,750*	\$10,000	\$24,750
CITIZEN ENGAGEMENT		\$5,000	N/A	\$5,000	\$10,000

* Recommended data package as per the table below

The following Hosting Fees are for the Work Order module:

DATA HOSTING AND MAINTENANCE (AWS CLOUD)*				
	PACKAGE	DATA STORAGE	DATA TRANSACTIONS	ANNUAL COST
	10	10 GB / Year	2 GB / Month	\$750*
	25	25 GB / Year	5 GB / Month	\$1,500*
	50	50 GB / Year	10 GB / Month	\$2,750*
	100	100 GB / Year	20 GB / Month	\$5,500*
	250	250 GB / Year	50 GB / Month	\$12,000*

*Fees are based on data usage. The bolded package above is your municipality's estimated usage (based upon population). The data could also be hosted by the municipality if you have the internal hosting capacity.

5.3 OPTIONAL SERVICES AND ASSETS

One of our unique advantages is the ability for our clients to extract, assess and obtain actionable data from other Municipal assets utilizing the same data collected for the Pavement Management Survey. Below is a list of additional assets we can process from the collected data. This is set up as an a-la-carte menu so you can pick and choose the assets to meet your asset management needs.

Assets	Unit L Lane CL Centerline	QTY (est.)	Price (\$/Unit)	PRICE ADDER (est.)	
				STANDARD	Work Order Module
Assets Extracted from ScanCar Dataset (Pavement Management Service Required)					
360 Degree Imagery Package	CL-M	81	\$25	\$2,025	Included
Pavement Markings (2 Attributes)	CL-M	81	\$20	\$1,620	
Pavement Markings (3 Attributes)			\$50	\$4,050	
Sidewalk GIS Database	CL-M	81	\$30	\$2,430	
Curb GIS Database	CL-M	81	\$50	\$4,050	
Traffic Signage (3 Attributes)	Signs	1,672	\$1	\$1,672	Included
Traffic Signage (4 Attributes)			\$3	\$5,015	\$3,343
Catch Basins	Catch Basins	1,620	\$2	\$3,240	Included
Manholes	Manholes	2,430	\$1	\$2,430	Included
Tree GIS Inventory	Trees	1,620	\$3	\$4,860	
Street Lighting GIS Database	Lights	1,337	\$2	\$2,675	Included
Assets Extracted from ScanCart Dataset (Sidewalk Management Service Required)					
ADA Sidewalk Width	S-Miles	40	\$40	\$1,600	
ADA Ramp Compliance	Ramp	600	\$8	\$4,800	

Assumptions:

All asset quantities are estimated based on lane or centerline miles except for:

- Traffic Signs are estimated at 1/8 of the municipal population
- Street Lighting which is 1/10 of the municipal population
- Catch Basins which is estimated at CL-M multiplied by 20
- Metal Objects (Manholes & Valve) which is estimated at CL-M multiplied by 30
- Tree Inventory which is estimated at CL-M multiplied by 20
- ADA Ramp Inventory which is estimated at Sidewalk Miles multiplied by 15

Annex

APPENDIX A – SCOPE OF WORK AND DELIVERABLES

ROAD AND SIDEWALK ASSESSMENT SERVICE

StreetScan offers a technology-based Pavement Management approach for continuous health monitoring of your road network. Combining years of R&D at Northeastern University, StreetScan's vehicles and web-based app Streetlogix save you time and make your repair dollars go further. We have developed a 4-step process to effectively Scan, Process and Manage your road data.

STEP 1: DATA COLLECTION

Roads

Vehicle Deployed: ScanCar



StreetScan utilizes 3D imaging technology to measure road defects, such as cracking and bumps. The 3D imaging cameras provide a 8' (2.4m) of lateral road coverage and seamless road coverage in the direction of travel at speeds up to 65 mph (72kph). A 360 degree camera system provides imagery of the road surface and ROW. An Inertial Measurement Unit (IMU) enabled GNSS position system provides position location, even in the event of intermittent GPS satellite coverage.

Sidewalks

Vehicle Deployed: ScanCarts



StreetScan has developed a technology stroller-based approach which captures all the necessary distress & ADA data. We currently have 5 Carts in our fleet. StreetScan utilizes 2D imaging technology to measure sidewalk defects, such as Uplifts, Bumps, Holes, Cracking & Surface Texture. An IMU mounted on the cart measures tilt, slope & accelerations. A laptop computer is used for controlling data collection. An encoder on each wheel of the ScanCart's rear wheels provides accurate linear displacement along with a GPS, providing position information.

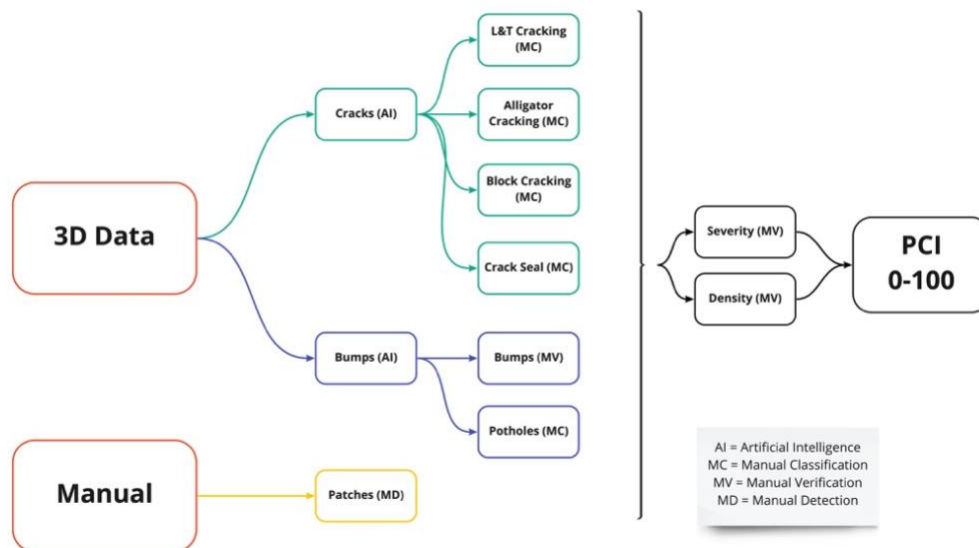
STEP 2: DATA EXTRACTION

Roads

The collected data (TBs/day) is uploaded to the StreetScan server, where automated software processes the raw sensor data. Using advanced processing algorithms, the sensors' raw data is converted into meaningful parameters representing different aspects of pavement condition. Several of our key indicators are fused to determine the **StreetScan Pavement Rating (PCI)** for each road segment. StreetScan's GIS specialists segment the pavement evaluation data from intersection to intersection and populate the database allocated to the segment.

Sidewalks

StreetScan's basic approach uses a weighted failures scheme per linear distance for a given sidewalk segment. Individual failure or feature types are given various weightings depending on their contribution to perceived sidewalk condition. As an example, an uplift is considered to have more impact to the sidewalk quality than aggregate loss, so it is given a greater weighting in the rating formula.



Sidewalk Algorithm



STEP 3: DATA VISUALIZATION AND ANALYTICS

Roads

Municipal staff will be given access to Streetlogix, our GIS web-based application, in order to view and analyze all collected survey data in addition to data from other sources to assist in decision making.

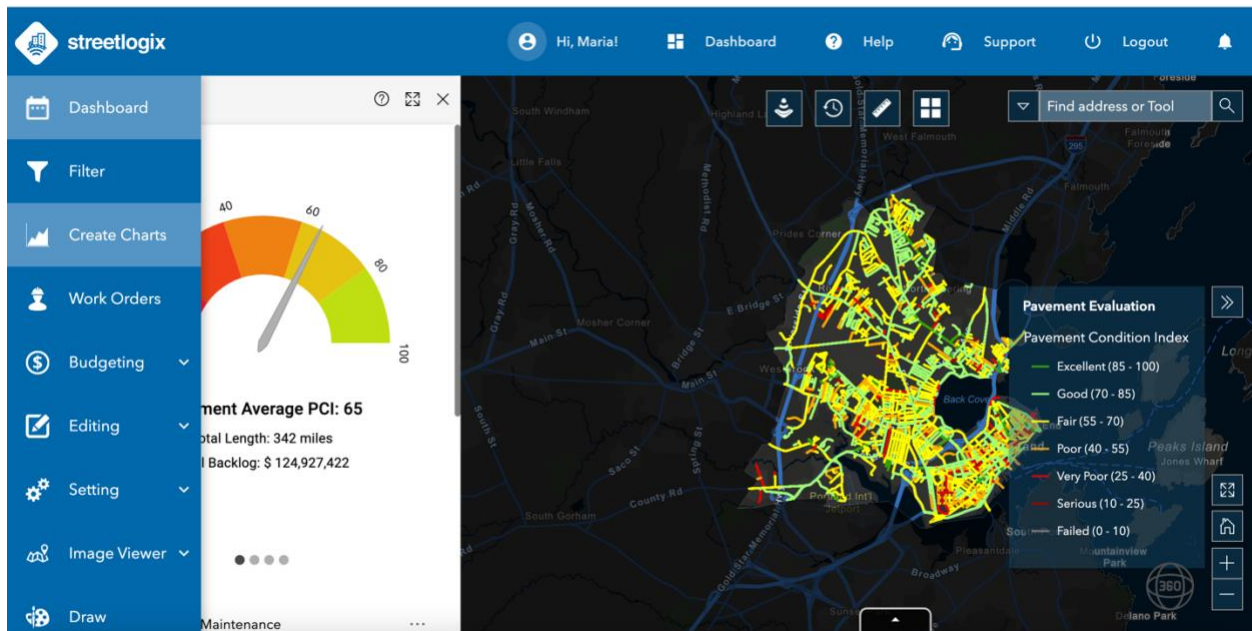
This provides staff an easy-to-use tool to quickly review PCI results, distress data and 360 images along with pavement history and other data that the municipality wants to be integrated. All data is hosted in the cloud, allowing users to login from anywhere on any computer to view the results. Streetlogix has many data import and export features making it compatible with any existing GIS solution concerning asset management. Streetlogix provides powerful data visualization and management tools including 360 viewer and extensive charts and dashboards (example below).

Sidewalks

Municipalities are given access to our GIS web-based application, Streetlogix, in order to view and analyze all collected survey data in addition to data from other sources to assist in decision making.

This provides clients an easy-to-use tool to quickly review sidewalk condition results, distresses and sidewalk images. All data is hosted in the cloud allowing users to login from anywhere on any computer to view the results. Streetlogix has many data import and export features making it compatible with any existing GIS solution. Streetlogix provides powerful data visualization and management tools including 360 viewer and extensive charts and dashboards (example below).

Portal view: Overall stats and available layers



STEP 4: MAINTENANCE PLANNING

Roads

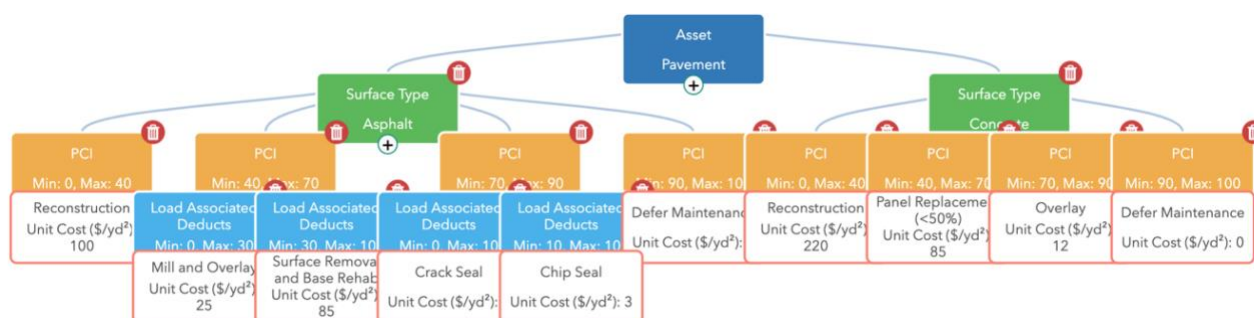
Once the inventory condition database and GIS web-app have been finalized, the work on implementing the pavement management side of the software begins. While pavement condition indicators are concerned with the current condition of the network, the management side of the process concerns itself with the analysis of condition, prediction of future condition, generation of maintenance options and pavement management scenarios. At this stage, the Client's preferred repair methods and associated costs are used to customize our Streetlogix asset management module. The results are compiled and reported to the client in our Streetlogix software and as a digital storymap.

Our decision-trees are highly customizable and we work with staff to tailor it to ensure our AI will provide the necessary maintenance and repair suggestions. All decision trees & underlying data will be editable by staff.

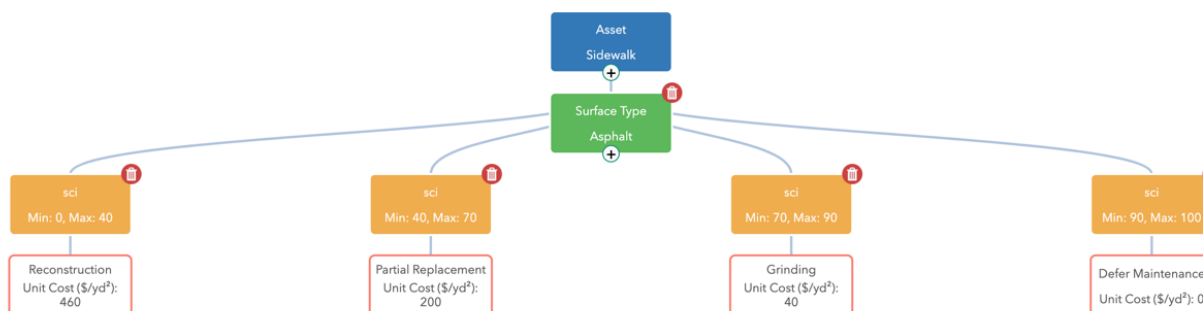
Sidewalks

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Roads:



Sidewalks:



APPENDIX B – OPTIONAL SERVICES AND ASSET COLLECTION

StreetScan leverages AI with Semantic Segmentation in order to process the attributes which are included as part of the Work Order Module. As a result we guarantee over 80% accuracy of detecting all assets within the right of way but is subject to error due to obstructions or miss classifying the asset. 360 Imagery has the lowest margin of error and therefore is reliant on the imagery processed to obtain the assets.

Paving Markings

Through StreetScan's existing collected data, our geospatial engineering team can extract pavement markings and insert them into a separate GIS layer. All data is accessible through Streetlogix. A visual review of the markings determine their current condition and whether maintenance is required.

Attributes	Description
Category*	Left Turn, Right Turn, Crosswalk, etc.
Location*	Global Positioning System (GPS) location (+/- 5 meters)
Condition	The analysis will be conducted from intersection to intersection and given a rating of either Good, Fair or Critical. If the length of the road is longer than 1,000 ft, the analysis will be broken up into 1,000 ft segments

*Attributes included for the basic Pavement Marking inventory

** Measurement device has a rated accuracy of 0.1 degrees. However, in practice due to variations in ground surface and location where measurement is take, measured value can typically vary +/- 1 degree*

Sidewalk GIS Database

StreetScan provides sidewalk locations, determined from existing data sources (satellite imagery, Google StreetView or ScanCar images) if available. All data is provided as a GIS layer.

Deliverable:

- GIS layer of sidewalk locations

Curb GIS Database

StreetScan provides curb locations, determined from front or side facing imagery. Data is provided as a GIS layer.

Deliverable:

- GIS layer of the linear features where curbs are present

Traffic Signage

StreetScan's traffic sign asset management service provides a simple solution for the Municipality to quickly and efficiently manage its traffic signs. StreetScan utilizes an algorithm to automatically locate traffic signs saving you time and money. Our geospatial engineering team then undergoes a rigorous Q&A process and collects multiple unique attributes. Traffic sign quantities are estimated at 1/8 of municipal population. Charges will be for actual number identified; please inform us if you have more accurate estimates.

Attributes	Description
Sign Category*	Regulatory, Warning, Guide, School, Recreation, Information, General
Sign Name*	Federal or State MUTCD designation or custom designation for specialized signs
GPS Location*	Global Positioning System (GPS) location (+/- 5 meters)
Sign & Post Condition	Good, Fair, Critical rating assessed through review of daytime digital images

*Attributes included for the basic sign inventory

Catch Basins

StreetScan provides catch basin locations, determined from existing data sources (satellite imagery, Google StreetView or ScanCar images) if available. All data is provided as a GIS layer.

Deliverable:

- GIS Layer of catch basin

Manhole

StreetScan provides location of circular Manhole access points which are visible in the road imagery data. All data is provided as a GIS layer.

Deliverable:

- GIS layer of manhole locations

Tree GIS Database

StreetScan provides tree locations which are situated in the right of way, determined from existing data sources satellite imagery, Google StreetView or ScanCar images if available. All data is provided as a GIS Layer.

Deliverable:

- GIS layer of tree location

Streetlight GIS Database

Utilizing the ScanCar's cameras, StreetScan has the ability to review already collected data and extract the necessary street lighting attributes. A new street lighting data layer will be accessible through Streetlogix.

Attributes	Description
GPS Location	Global Positioning System (GPS) location (+/- 5 meter)

ADA Sidewalk Width

StreetScan will manually calculate the sidewalk width from the 3D Data collected as this feature is not automated.

ADA Ramp Compliance Survey

StreetScan will determine the compliance of ADA Ramps, measuring the following attributes: ramp slope & cross slope, road slope & cross slope, flare slopes, ramp width, landing area, tactile pad (present/not present/condition). As part of this service, StreetScan provides imagery of all ramps and a GIS data layer accessible in Streetlogix, showing location of ADA ramps and all measured properties.

Deliverables:

- GIS Layer with ramp location & missing ramps
- Image of ramps/no ramp
- Compliance
- Measured Attributes (shown below)

Attributes	Description
GPS Location	Global Positioning System (GPS) location (typically +/- 1.5 meters)
Image	Image of Ramp
Ramp Slope / Cross Slope	Angle (+/- 1 Degree)*
Road Slope / Cross Slope	Angle (+/- 1 Degree)*
Flare Slopes	Angle (+/- 1 Degree)*
Ramp Width Compliance	Yes/No
Landing Area Compliance	Yes, No/Obstructed
Tactile Pad	Present/Not Present & Condition

APPENDIX C – OUR CLIENTS

REFERENCES & ADDITIONAL INFORMATION

City of Lafayette, IN

Project Objective:

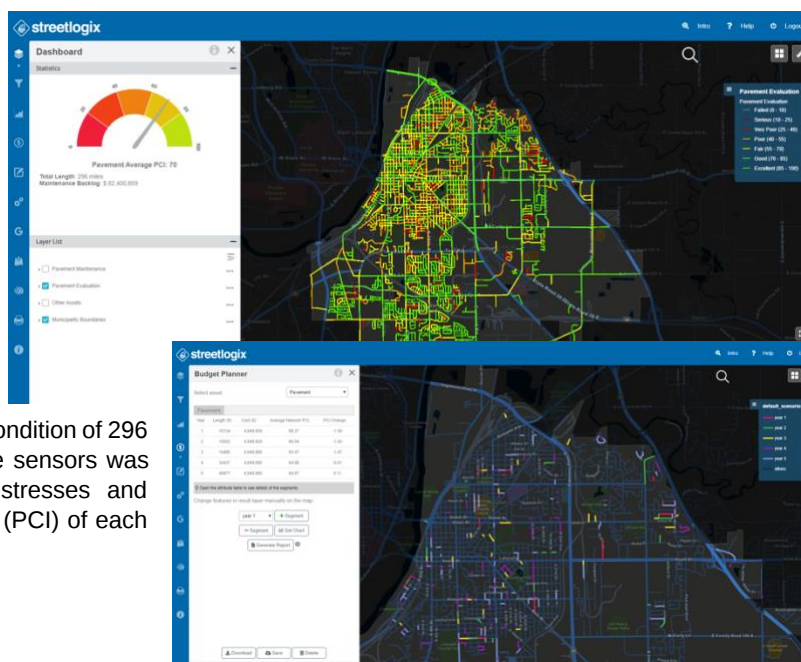
StreetScan was contracted by the City of Lafayette, IN, to assess the condition and provide repair suggestions for city-maintained roadways.

Project Description:

StreetScan utilized specialized vehicles outfitted with 3D cameras to assess the condition of 296 centerline miles. Data collected from the sensors was processed to identify specific road distresses and determine the pavement condition index (PCI) of each segment.

Project Outcome:

Data collection was completed in May 2019. Results from the survey were placed in Streetlogix, StreetScan's GIS web-based software, providing an enriched view of the City's road network with color-coded pavement conditions and other assets, along with images for every scanned road and a range of decision-making tools. In addition to repair suggestions and cost estimates, StreetScan prioritized repairs and developed work plans for the City. The City can use the software to visualize and export the information, as well as to adjust parameters and modify or generate new repair work plans.



Project Contacts	
City of Lafayette, IN	Jeromy Grenard, City Engineer and Public Works Director (765) 807-1050 x1051 / jgrenard@lafayette.in.gov
StreetScan	Salar Shahini, Chief Data Officer (617) 399-8236 / salar.shahini.s@streetscan.com

City of New Bedford, MA

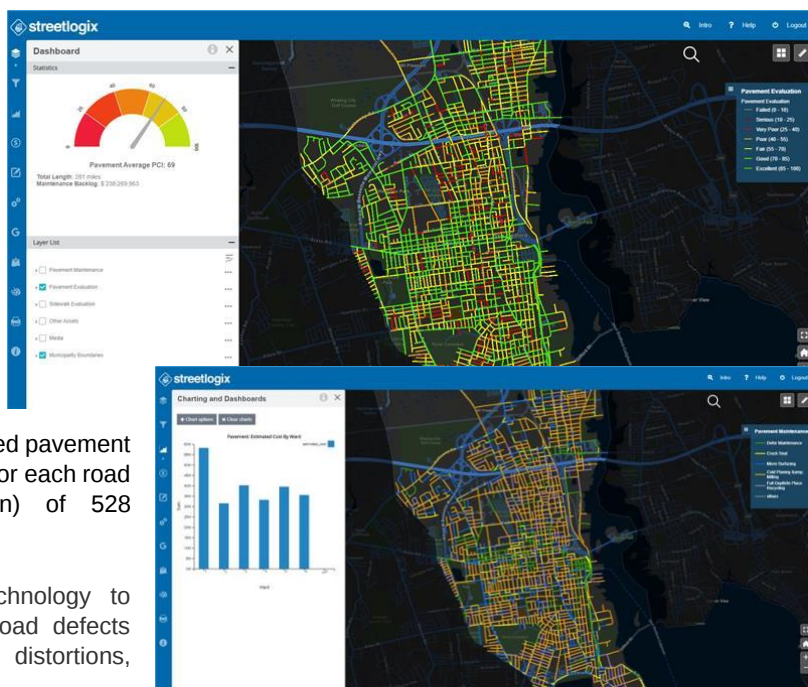
Project Objective:

StreetScan was contracted by the City of New Bedford to perform a road assessment survey that would objectively collect pavement condition and ROW data and provide a custom pavement management plan.

Project Description:

In the spring of 2019, StreetScan collected pavement condition, texture and roughness rating for each road segment (intersection to intersection) of 528 centerline miles.

The system utilized 3D imaging technology to measure the severity and extent of road defects including cracking, bumps, surface distortions, surface texture and potholes.



Additionally, the City selected StreetScan's Enhanced visualization package consisting of 360° HD camera that captured optical imagery of the road surface and right-of-way. StreetScan provided curb locations, determined from front or side facing imagery, via a GIS layer. The mandate included the assessment of 268 pavement markings.

The City added a Sidewalk and Ramp Assessment Survey to be carried out in the spring of 2020.

Project Outcome:

StreetScan delivered a custom pavement management plan and decision-making solutions via Streetlogix, StreetScan's GIS web-based software, whose algorithm utilizes PCI, road usage data and a cost benefit analysis to determine road maintenance, repair costs and prioritization per segment. Budgeting and planning tools allow for editable short- and long-term planning as well as level of service analysis with target PCI.

Project Contacts	
City of New Bedford, MA	Adam Hart, Supervising Civil Engineer (508) 9791550 x 67332 / adam.hart@newbedford-ma.gov
StreetScan	Salar Shahini, Chief Data Officer (617) 399-8236 / salar.shahini.s@streetscan.com

City of Portland, ME

Project Objective:

The City of Portland, ME, selected StreetScan to perform a mobile sensing survey of City's road network and prepare custom Maintenance and Repair suggestions.

The mandate comprised the assessment of traffic signs, pavement markings and Streetlight Lux Levels.

Project Description:

Data collection for the project included:

- 221 centerline miles of city-maintained roadways
- 21,847 traffic signs inventoried
- 2,585 pavement markings (line features: lane dividers, bike lanes, etc.)
- 4,429 pavement markings (point features: left arrow, bicycle marking, etc.)

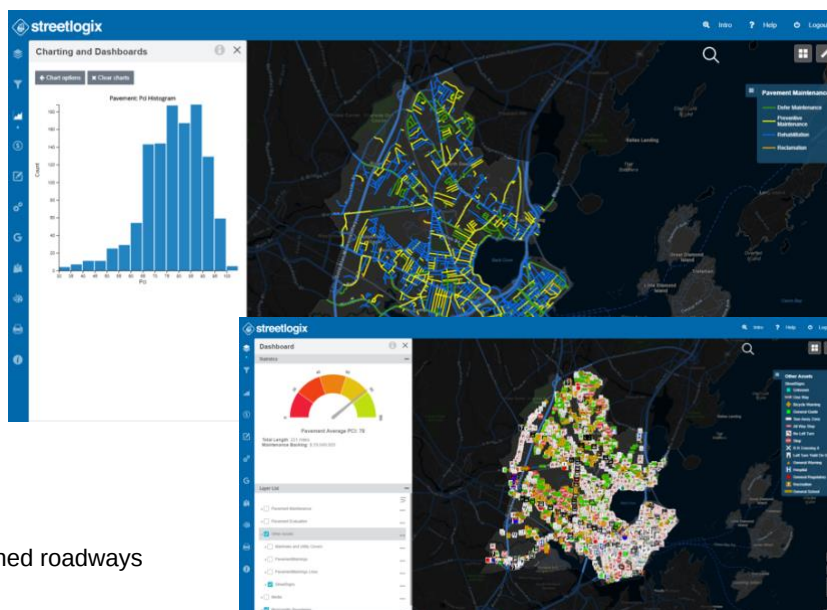
StreetScan used specialized ScanVan vehicles to assess the condition of roadways in normal traffic flow. During the survey, imagery collected from 2D Camera systems were used to locate pavement markings and traffic sign locations. Consequently, Manual on Uniform Traffic Control Devices (MUTCD) attributes were extracted from the traffic sign images by our technicians.

A Streetlight Lux Level Pilot was also performed. Utilizing a vehicle equipped with light sensors, StreetScan surveyed the Municipality at night to collect light level illumination data and provided a GIS layer also accessible through its web-based software.

Project Outcome:

Data collection was completed in December 2016. Survey results were placed in Streetlogix, a customizable, GIS web-based application, whose algorithm utilizes PCI, road usage data and a cost benefit analysis to determine road maintenance, repair costs and prioritization per segment. Budgeting and planning tools allow for editable short- and long-term planning as well as level of service analysis with target PCI.

A second road data collection was performed in October 2019.



Project Contacts	
City of Portland, ME	Christopher Branch, Public Works Director (207) 874-8801 / cbranch@portlandmaine.gov
StreetScan	Salar Shahini, Chief Data Officer (617) 399-8236 / salar.shahini.s@streetscan.com

Sample of other Clients:



Town of Amherst, MA



County of Tippecanoe, IN



City of Parma Heights, OH



City of Kilgore, TX



City of Hillsboro, OR



City of Lafayette, IN



City of New Bedford, MA



City of Spokane Valley, WA



Town of Somers, CT



Town of Dover, NJ



City of Portland, ME



City of Sidney, OH



City of Greenwood, AR



City of Castle Pines, CO



County of Tulsa, OK



City of Barrie, ON



Town of Beverly, MA



Town of Hampstead, QC

CASE STUDY



Data-driven approach enables Lorain to prioritize and justify roadway repairs

OVERVIEW

User

City of Lorain, OH

Challenge

To replace a labor-intensive, subjective approach to assess its roads, the City needed a data-driven way to evaluate the condition of its roadway network.

Solution

- StreetScan's mobile sensing vehicle
- Streetlogix street asset management software

Results

The City now has the data and software tools to prioritize road repairs, eliminate outside influences and spend its money more efficiently through better planning.

The City of Lorain is located in northeastern Ohio on Lake Erie, approximately 30 miles west of Cleveland. With over 60,000 residents, Lorain has numerous historical sites and activities to participate in for both residents and visitors and is home to the Charles Berry Bridge, the second-largest bascule bridge in the world.

The Challenge

Like many municipalities in North America, Lorain was utilizing a visual assessment to gather information on the status of its road network. This subjective and labor-intensive method motivated the City to embrace a faster, objective, and transparent way to assess roadway conditions and determine which roads needed repair, along with how and in what order they needed to be repaired. Lorain's small engineering group was also receiving numerous complaints from residents. "Everyone thinks their street is in poor condition and we needed the ability to properly prioritize maintenance and improvements in a data-driven, scientific approach," said Guy Singer, Lorain's Deputy Director of Engineering.

The Solution

Lorain embarked on a rigorous RFP process to select a pavement management provider and proceeded to interview the top three candidates. StreetScan was selected by a committee. “The attribute that the committee believed set StreetScan apart from other vendors was their Streetlogix asset management software,” explained Singer.

StreetScan performed a City-wide condition assessment using its Smart City Mobile Sensing Technology. This automated method was developed to provide municipalities with a fast, objective analysis, ensuring that repair and maintenance decisions are based on complete and up-to-date data.

StreetScan’s mobile-sensing vehicle travelled 272 centerline miles of roads to assess road conditions in normal traffic flow and, using a pavement condition index scale which runs from 0-100 (with 0 being the worst and 100 being ideal), developed a City-wide inventory of road conditions. The system utilizes 3D imaging technology to aid in the detection of various road defects. The automated detection results, combined with extensive human QA/QC, provided reliable and accurate surface condition estimates.

The Results

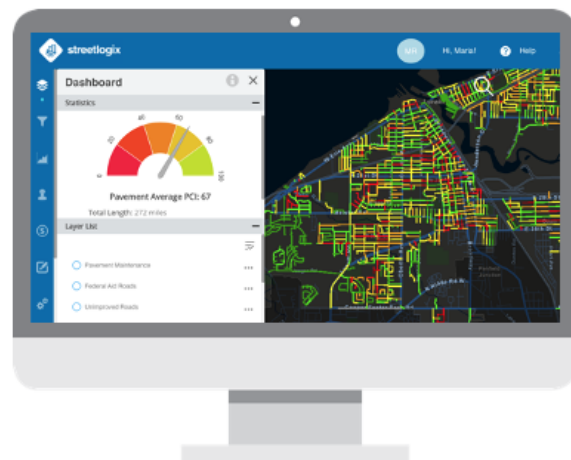
Lorain’s overall pavement condition index (PCI) was rated at an average PCI of 66, with 84.4% of the roads above a critical PCI condition of 55. Only 6% of the roads were rated as ‘very poor’ or ‘serious’.

All survey results were placed in the Streetlogix platform, a powerful GIS asset management software that provides the City unprecedented tools to develop capital improvement plans and perform projections on their roadway conditions. Streetlogix AI-engine utilizes PCI, road usage data and a cost benefit analysis to determine road maintenance, repair costs and prioritization per segment. Budgeting and planning tools allow for editable short- and long-term planning as well as level of service analysis with target PCI.

The Benefit

City Staff is now able to interactively share, edit, and view the up-to-date roadway data on a common platform, as well as perform budget planning and develop multi-year capital improvement & maintenance programs. “With Streetlogix, we plan to develop a system that accurately estimates the road maintenance required year to year. This will create an iterative process for us that we believe will improve as we move into the future,” concluded Singer.

“The attribute that the committee believed set StreetScan apart from other vendors was their Streetlogix asset management software.”
Guy Singer
Deputy Director of Engineering
City of Lorain, OH





Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by:	Department:
Presenter (Name & Title):	Estimated Time Needed:
Summary of Issue:	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion:	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	

Street Light Capital Project Example Costs

North Brainerd (2022 Construction)	Current Annual Charge	New Fixtures Only Annual Charge	New Fixtures and Poles Annual Charge
23 Pinto Lights	\$ 2,318.40	\$ 3,350.64	\$ 4,040.64
6 Cobra Lights	\$ 928.80	\$ 1,386.72	\$ 1,627.20
North Brainerd Change (annually)		\$ 1,490.16	\$ 2,420.64
North Brainerd Change (monthly)		\$ 124.18	\$ 201.72

Washington Street (2025 Construction)	Current Annual Charge	New Fixtures Only Annual Charge	New Fixtures and Poles Annual Charge
126 Cobra Lights	\$ 19,504.80	\$ 29,121.12	\$ 34,171.20
Washington Street Change (annually)		\$ 9,616.32	\$ 14,666.40
Washington Street Change (monthly)		\$ 801.36	\$ 1,222.20

City-Wide Change	Current Annual Charge	New Fixtures Only Annual Charge	New Fixtures and Poles Annual Charge
1,499 Lights (current annual charge)	\$ 172,114.12	\$ 234,276.62	\$ 273,196.62
City-Wide Change (annually)		\$ 62,162.50	\$ 101,082.50
City-Wide Change (monthly)		\$ 5,180.21	\$ 8,423.54



**Brainerd Public Utilities
Street Lights Cost Analysis
As of May 31, 2021**

ORIGINAL

Street Light Description	Bulb Wattage	Input Wattage	Total Number of Fixtures	Total Number of Poles	Net Capital Cost Per Fixture	Annual Carrying Cost	(2) Annual Energy Cost	Annual Demand Cost	Annual O&M Cost	Monthly Cost per Unit	Total Annual Cost
<u>HPS Lighting</u>											
<u>Cobra Head</u>											
200 W HPS	200	233	279	279	1,588.57	63.54	46.12	7.78	37.33	12.90	43,182.15
Highway 210 Bridge	200	233	3	3	1,588.57	63.54	46.12	7.78	37.33	12.90	464.32
Laurel Street Bridge	200	233	3	3	1,588.57	63.54	46.12	7.78	37.33	12.90	464.32
County Rd. 3 Bridge	200	233	3	3	1,588.57	63.54	46.12	7.78	37.33	12.90	464.32
Total Cobra Head			288	288							44,575.12
<u>Pinto Head</u>											
100 W HPS	100	120	300	300	908.62	36.34	23.75	3.34	37.33	8.40	30,230.85
<u>College Drive Flashers</u>											
100 W HPS	100	120	8	4		0.00	23.75	3.34	-	2.26	108.37
<u>Roadway Security Light Style</u>											
150 W HPS	150	175	147	147	742.88	29.72	34.64	5.84	37.33	8.96	15,806.95
175 W MV	175	204	7	7	742.88	29.72	40.38	6.81	37.33	9.52	799.67
Total Roadway Sec. Light			154	154							16,606.62
<u>Decorative Street Lighting</u>											
150 W HPS - College Drive	150	175	18	9	4,750.00	190.00	\$69.28	\$11.68	56.80	\$27.31	2,949.86
150 W HPS - College Dr. Bridge	150	175	16	8	4,750.00	190.00	\$69.28	\$11.68	56.80	\$27.31	2,622.10
Total Decorative			34	17							5,571.97
Total HPS			784	763							97,092.93
<u>LED Lighting</u>											
<u>Decorative Street Lighting</u>											
<u>In Service</u>											
2 Globe	24		116	58	9,500.00	380.00	\$9.50	\$1.60	56.80	\$37.33	25,978.35
4 Globe	24		84	21	9,500.00	380.00	\$19.00	\$3.20	56.80	\$38.25	9,639.13
<u>Spare Fixtures</u>											
2 Globe	24		2	2	9,500.00	380.00	\$0.00	\$0.00	\$0.00	\$31.67	760.00
4 Globe	24		1	1	9,500.00	380.00	\$0.00	\$0.00	\$0.00	\$31.67	380.00
Total Decorative			203	82							36,757.48
<u>Cobra Head</u>											
101 W LED	101		207	207	1,860.05	74.40	19.99	3.37	37.33	11.26	27,965.50
Highway 210 Bridge	101		3	3	1,860.05	74.40	19.99	3.37	37.33	11.26	405.30
County Rd. 3 Bridge	101		1	1	1,860.05	74.40	19.99	3.37	37.33	11.26	135.10
Laurel Street Bridge	101		3	3	1,860.05	74.40	19.99	3.37	37.33	11.26	405.30
Total Cobra Head			214	214							28,911.20
<u>Pinto Head</u>											
48W	48		8	8	1,021.31	40.85	9.50	1.60	37.33	7.44	714.31
46W	46		22	22	1,021.31	40.85	9.11	1.54	37.33	7.40	1,954.18
24W	24		176	176	1,021.31	40.85	4.75	0.80	37.33	6.98	14,737.79
Total Pinto Head			206	206							17,406.29
<u>Roadway Security Light Style</u>											
40 W	40		27	27	855.89	34.24	7.92	1.34	56.80	8.36	2,707.76
48 W	48		64	64	855.89	34.24	9.50	1.60	56.80	8.51	6,536.83
73 W	73		1	1	855.89	34.24	14.45	2.44	56.80	8.99	107.92
Total Roadway Sec. Light			92	92							9,352.51
Total LED			715	594							75,021.19
Combined			1,499	1,357							\$ 172,114.12

Brainerd Public Utilities
Analysis of City Streetlighting Costs

Year	Number of Lights at Year End	Net Change in No. of Lights	Total Annual Street Lighting Costs	Average Annual Cost Per Light	Annual Savings by Street Lighting Reduction Program
2007	1,672	-	\$ 359,005	\$ 214.72	
2008	1,589	(83)	355,633	\$ 223.81	
2009	1,586	(3)	258,449	\$ 162.96	
Jan-April 2010	1,578	(8)	81,755	\$ 51.81	
May-Dec 2010	1,168	(410)	119,283	\$ 102.13	\$ 41,872
2011	1,195	27	189,043	\$ 158.19	60,589
2012	1,211	16	169,764	\$ 140.18	51,448
2013	1,213	2	153,587	\$ 126.62	46,215
2014	1,220	7	160,690	\$ 131.71	47,153
2015	1,226	6	164,251	\$ 133.97	47,159
2016	1,226	-	163,476	\$ 133.34	46,936
2017	1,228	2	175,407	\$ 142.84	49,994
2018	1,339	111	214,625	\$ 160.29	38,309
2019	1,305	(34)	198,237	\$ 151.91	41,470
2020	1,305	-	194,826	\$ 149.29	40,757
Jul-21	1,357	52	115,034	\$ 84.77	18,734
Total Savings					\$ 530,635
Average				\$ 141.78	



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by:	Department:
Presenter (Name & Title):	Estimated Time Needed:
Summary of Issue:	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion:	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	

Section 425 – Rental Housing Code

CITY OF BRAINERD RENTAL HOUSING CODE

- Art. I. Generally/Definitions
- Art. II. International Property Maintenance Code (IPMC Current Addition)
- Art. III. Rental Dwelling License
- Art. IV. Rooming Houses
- Art. V. Shared Bath Dwelling Units
- Art. VI. Building Security
- Art. VII. Miscellaneous
- Art. VIII. Conduct on Premises

ARTICLE I. GENERALLY/DEFINITIONS

425.1000 Title: These regulations shall be known as the Rental Housing Code for the City of Brainerd.

425.1001 Scope: The provisions of this Code shall apply to all rental housing structures and all existing premises and constitute minimum requirements and standards for premises, structures, equipment and facilities for light, ventilation, space, heating, sanitation, protection from the elements, life safety, safety from fire and other hazards, and for safe and sanitary maintenance; the responsibility of owners, operators and occupants; the occupancy of existing structures and premises, and for administration, enforcement and penalties, including issues of disorderly conduct on premises.

425.1002 Findings: The Council finds that there is a need to adequately protect safety, health and welfare of the tenants by establishing and enforcing minimum licensing standards for rental housing and establishing procedures for resolving issues of reoccurring disorderly conduct at rental properties.

425.1003 Intent: It is not the intention of the City to intrude upon the fair and contractual relationship between landlord and tenant. The City will not intervene as an advocate of either party, or act as an arbiter, nor be receptive to complaints from tenant or landlord, which are not specifically and clearly relevant to the provisions of this Ordinance.

425.1004 Definitions. The following words and phrases when used in the Rental Housing Code shall have the meanings respectively ascribed to them in this section:

Appropriate Action: The action which a reasonable license holder would take based upon the facts and circumstances of each case as to prevent a reoccurrence of a disorderly use.

Attic story: Any story situated wholly or partly in the roof, so designed, arranged or built as to be used for business, storage or habitation.

Cleanliness: The condition of being free from readily noticeable dirt, soil, stain, left-over food particles, or other material not intended to be a part of the object in question.

Communal: Used or shared by or intended to be used or shared by the occupants of two or more rooming units.

Dwelling: Any building or structure, or portion thereof, except temporary housing, which is wholly or partly used or intended to be used for living or sleeping by human occupants. There are two principal types:

- (1) Single Unit: A freestanding (detached) residence structure designed for or occupied by one family only.
- (2) Multiple Unit: Two (2) or more dwelling units in one structure.

Dwelling Unit: A residential building or portion thereof intended for occupancy by a single-family but not including hotels, motels, boarding or rooming houses.

Efficiency Unit: A dwelling unit with one (1) primary room which doubles as a living room, kitchen, and bedroom.

Emergency: Any condition or combination of conditions which in the opinion of the County Health Authority, Housing Inspector, or the Fire Chief requires immediate action for the protection of health, safety, or welfare of the occupants of a dwelling or of the public.

Fire escape: An emergency means of egress. A fire escape shall not constitute a required stairway.

Fire chief: The legally authorized Fire Chief or authorized representative.

Hazardous heating installations: All heating installations except those which conform with the applicable laws regulating the installation of such space heating in effect now or at the time of installation and which have been maintained in good repair and working condition and are being used in a safe manner.

Hazardous plumbing: All plumbing except that which conforms

with the applicable laws regulating the installation of such plumbing in effect now or at the time of installation and which has been maintained in good condition and which is free of cross connections and siphonage between fixtures.

Hazardous wiring: All wiring except that which conforms with the applicable laws regulating the installation of such wiring in effect now or at the time of the installation, and which has been maintained in good condition and is being used in a safe manner.

Housing inspector: The legally authorized Housing Inspector of the City or authorized representative.

IPMC: Stands for the most current version of “International Property Maintenance Code” as adopted by the City of Brainerd.

Kitchen: A habitable room used or intended to be used for cooking or the preparation of meals.

License Actions:

- (1) Issue – Rental license granted by the City of Brainerd.
- (2) Revoke – Take back, withdraw, annul, or cancel the license.
- (3) Deny – Withhold or refuse to grant a license

Non-dwelling structure: Any structure, except a dwelling, used or intended to be used for the shelter or enclosure of any animal or property of any kind.

Notice: Notification or warning of something, especially to allow preparations to be made.

Plumbing system: The plumbing system of a building includes the water supply distributing pipes; the fixtures and fixture traps; the soil, waste and vent pipes; the building drain and building sewer; the storm water drainage, with their devices and appurtenances; and connections within the building and outside the building within the property line.

Roomer: An occupant of a rooming house who is not a member of the family of the operator or a member of the family occupying the dwelling unit.

Shared bath dwelling: A dwelling unit which does not contain a water closet and a hand lavatory and a bathtub or shower for the exclusive use of the occupants of the unit.

Any other definitions may be found in the current version of the International Property Maintenance Code adopted by the City of Brainerd

ARTICLE II. INTERNAL PROPERTY MAINTENANCE CODE

425.2000 International Property Maintenance Code

ARTICLE III. RENTAL DWELLING LICENSES

425.3000 Definitions. Words used in this Article shall have the meanings ascribed in Section 425.40 and/or IPMC chapter #2, unless otherwise defined herein.

425.3001 License Required. No person shall allow to be occupied, or let to another for occupancy, any dwelling unit unless the owner has first obtained a license under the terms of this article. Unlicensed rental dwellings or dwelling unit(s) will be fined per City Council Resolution.

425.3002 Applicability and Exceptions.

- (a) The provisions of this Article shall apply to all rental dwellings and dwelling units, including rented single-family dwellings and rented dwelling units in owner-occupied dwellings, as well as rented condominiums, rented townhouses and leasehold cooperative dwelling units, as those terms are defined in Minnesota Statute Section 273.124, Subd.6, Minnesota Statute Chapter 515B, Minnesota law and this Code.
- (b) The provisions of this Article shall not apply to jails, motels, hotels, licensed nursing homes, licensed board and care homes, rehabilitation centers, parsonages, parish houses, manses and rectories, hospitals, and owner-occupied dwelling units in a cooperative, condominium or townhouse building.
- (c) Rental license registration is required for occupancy of a rental dwelling or dwelling unit(s) by immediate family members/relatives, defined as spouse, parent, child, brother, sister, grandparent, or grandchild. Fees will be waived until change from occupancy described above.
- (d) Any "Lease to Own" or "Rent to Own" type arrangement is still a rental and must be registered as such until such time as the rental dwelling purchase transaction is recorded.
- (e) Any "Contract for Deed" not properly recorded with the County as required by Minnesota State Statute 507.235. shall be considered a rental and subject to Section 425.

425.3003 What the License Covers

- (a) One (1) license shall be issued for each rental dwelling but covers all units within the premises.
- (b) The City shall have authority to exercise its licensing powers under this article, including the power to issue, deny, and revoke licenses, with respect to an entire premises or unit(s) within the premises.

425.3004 Application for License. The owner or designated agent of each rental dwelling shall provide an initial written application to the Housing Inspector for the license to carry on the business of renting residential property. Such written application shall be made on a form furnished by the City of Brainerd for such purpose and shall set forth the following information:

- (a) Name, mailing address, business or residence address, telephone number, email of the owner. If the owner is a partnership, the name of the partnership, the name and residence address of the managing partner. If the owner is a corporation, the name and address of the corporation and the name of the chief operating officer. In cases where the owner of a premises resides outside the fifty (50) miles radius of the City of Brainerd, the owner's agent/contact person shall reside within fifty (50) miles of the City of Brainerd.
- (b) If the owner has appointed an agent/contact person authorized to accept service of process and to receive and give receipt for notices, the name, business or residence address, telephone number and email of such agent/contact person.
- (c) Street address of the rental dwelling.
- (d) In the event, any of the information required to be provided by this section changes, the applicant or licensee shall, within fourteen (14) calendar days, notify in writing the Housing Inspector, or an authorized representative of the Housing Inspector, of the change.

425.3005 Issuance of License. When, upon completion of an inspection of a rental dwelling and/or dwelling unit(s), the Housing Inspector finds that the minimum standards for licensing set forth in this article and the IPMC have been met, a rental dwelling license will be issued.

425.3006 Licensing Standards. The following minimum standards and conditions shall be met in order to hold a rental dwelling license under this article. Failure to comply with any of these standards and conditions shall be adequate grounds for denial or revocation:

- (a) Rental dwelling shall not exceed number of units per the zoning code in existence at the time of issuance of the initial license, provided that there is no lapse in licensure.
- (b) There shall be no delinquent property taxes or assessments owed on the rental dwelling.
- (c) There are no failing violations of the Brainerd Rental Housing Code or Zoning ordinances pertaining to the failing properties in which the licensee, applicant or property manager has a legal or equitable ownership interest or is involved in management or maintenance. Designated City Official has the ability to grant an extension of time.
- (d) An inspection must be completed and approved for newly added rental dwelling(s) or dwelling unit(s) before an initial license is issued.
- (e) A rental dwelling or dwelling unit must receive a passing score following inspection by the Housing Inspector.
 - (1) The Housing Inspector will use the designated Rental Property Checklist for the purpose of determining the existence of violations. The table of maximum violation points will be established by the Building Official and made available on the city's website and/or City Hall.
 - (2) The Housing Inspector shall assign points according to the severity of each code violation on a scale from one (1) up to the maximum points possible for such violation. Except when otherwise provided by state law, conditions in the design or structure of a building, such as, but not limited to, the size and dimensions of rooms and windows and the electrical and plumbing systems, that were legal under existing codes when built shall not be violations as long as they are maintained in good repair. A violation shall receive maximum points when a required item is completely absent,

completely fails to perform its function, or is imminently hazardous to the health or safety of the occupants. Each code violation shall have a maximum number of points to be assigned based on the relative life-safety hazard created by the code violation.

- (3) A dwelling or dwelling unit scoring twenty-five (25) or more points shall result in a failure and a re-inspection within thirty (30) calendar days or less. Failure to bring a dwelling or dwelling unit into compliance shall result in action to deny or revoke the dwelling or dwelling unit's license per Section 425.3012.
- (4) Any Code violation scoring ten (10) or more points is considered a major violation. Items of major violation shall be resolved in five (5) calendar days. Major violations shall be in the sole determination of the Housing Inspector and generally pose a hazard to life or safety of the occupants. Failure to correct violations shall result in action to deny or revoke the dwelling or dwelling unit's license per Section 425.3012
- (5) Any Code violation scoring fewer than ten (10) points is considered a minor violation. Items of minor violation shall be resolved prior to the rental license for a dwelling or dwelling unit(s) being renewed. Minor violations shall be in the sole determination of the Housing Inspector and generally pose a hazard to life or safety of the occupants. Failure to correct violations may result in action to deny the renewal of the dwelling or dwelling unit's license per Section 425.3012. It is the responsibility of the owner/designated agent to request reinspection of all outstanding violations prior to applying for license renewal.
- (6) The Housing Inspector shall cause to be prepared and shall keep on file for public inspection an accurate, complete detailed description of each violation used in the point calculation procedure set forth herein.

(f) Any person(s) who within previous two (2) years had financial ownership in two (2) or more licenses denied, excluding initial applications, or revoked pursuant to this article or to section 425.3012 or a combination of denials or revocations shall be ineligible to hold or have an interest in a rental dwelling license for a period of five (5) years.

(g) No new rental dwelling license shall be renewed for a property during the pendency of adverse action initiated pursuant to section 425.3012.

425.3007 Expiration; Renewal. All licenses issued under this Article shall expire on May 31st of each year, subject to renewal year to year in the manner provided in this Article. All licensees shall apply for renewal of their licenses on a form provided by the City of Brainerd. An individual who is operating a rental unit after the license has expired is operating an unlicensed rental dwelling. **A dwelling or dwelling unit(s) with outstanding code violations shall not be renewed until such violations are corrected and inspected by Housing Inspector per Section 425.3006(e)(5).**

425.3008 License Transferable. A license issued hereunder is transferable. A new application shall be required for each change of ownership of a rental dwelling. No inspection is required upon transfer if last inspection was within the past 12 months unless there are any outstanding violations.

425.3009 License Fees.

- (a) An annual license fee shall be assessed on all rental dwelling units. The license fee shall be included with the initial application or renewal statement. Such fee shall be set by resolution of the City Council. There shall be no fee for a change in ownership. An increase in the number of licensed dwelling units during the license year shall require an amended license application and the payment of an additional license fee to cover the additional units.
- (b) Operation of an unlicensed dwelling unit shall be subject to an additional administrative fee, in accordance with City Council resolution. This fee shall be in addition to any other appropriate enforcement actions or fees due.
- (c) Renewal date is June 1st each year. Housing Inspector may placard rental premises if no action is taken by June 30th.

425.3010 Reinspection Fee.

- (a) There shall be no fee charged for an initial inspection and for the re-inspection. If a third inspection is needed for compliance an additional fee will be charged according to City Council resolution.
- (b) The reinspection fee prescribed above shall be billed directly to the owner or contact person/agent of the property. Reinspection fees shall be paid within thirty (30) calendar days after initial billing. Failure to pay such fees shall be grounds for additional administrative citations.
- (c) The Housing Inspector may waive a reinspection fee in case of error, mistake, injustice, or other good cause.

425.3011 Noncompliance Dwelling or Dwelling unit Notice.

- 1) If a dwelling or dwelling unit(s) fails to meet the licensing standards set forth in Section 425.36 and if the Designated City Official determines either are in “noncompliance” the following actions will take place:
 - a) A correction notice shall be in writing, sent first class mail or an emailed form to the owner/designated agent on the license.
 - b) Notice shall state reasons for noncompliance.
 - c) Notice shall indicate the time period that the licensee will have to correct items of noncompliance
 - a. Thirty (30) calendar days is the standard time period for corrections
 - b. Any items affecting health, life or safety shall have five (5) calendar days for correction
 - d) Designated City Official may grant the licensee an extension of time with due notice
 - e) In the case of imminent danger of a person’s health and/or safety, a dwelling unit(s) may be placarded to be unfit for habitation.
 - f) In severe cases of imminent danger proceedings may begin to revoke or deny the license per Section 425.3012
- 2) When a licensee has failed to comply with the correction notice and a citation has been issued, the tenant shall be notified:
 - a) Notice shall be mailed to the tenant
 - b) Notice shall indicate what action is required
 - c) Notice shall state time period for items to be corrected
 - d) Notice shall state if noncompliance items are not corrected, it shall be recommended to City Council to deny or revoke the current license
 - e) If license is denied or revoked a placard will be placed on dwelling and/or dwelling unit(s) to vacate the unit(s).

425.3012 Denial; Revocation. If after any period for compliance under Section 425.3011 has expired, the Designated City Official determines that the dwelling and/or dwelling unit(s) fails to comply with any of the licensing standards in Sections 425.3006, or the Police Department has initiated an action to deny or revoke a license pursuant to section 425.8000, the Designated City Official shall send by certified mail, the owner a notice of denial or revocation of the license. The notice shall state:

- (a) That the Designated City Official has determined that the dwelling and/or dwelling unit(s) fails to comply with the licensing standards for rental dwellings in Section 425.3006, that the licensee has failed to take appropriate action following conduct by tenants and/or their guests on the licensed premises under Section 425.8000, or that the licensee has failed to submit a written management plan that satisfies the requirements set forth in 425.8000(d).
- (b) The specific reasons why the dwelling and/or dwelling unit(s) fails to meet licensing standards, including copies of applicable inspection reports, or notices sent to licensee of conduct on licensed premises.
- (c) That the Designated City Official has referred the matter to the City Council with a recommendation to deny or revoke the license.
- (d) That the City Council may per sub section (a) above deny or revoke the license unless the owner appeals the determination within fifteen (15) business days after the date of the notice, in the manner provided in Section 425.3014.
- (e) The Designated City Official shall cause a notice to tenants to be mailed or delivered to each licensed dwelling unit(s) and prominently posted on the building. The notice shall indicate that the rental dwelling license for the unit(s) has been denied or revoked. The action will become final on a specific date by which time the tenant needs to vacate the dwelling unless the owner/designated agent appeals and request a hearing.
- (f) That after denial or revocation the dwelling or the affected dwelling units therein must be vacated in seven (7) calendar days and shall not be reoccupied until all violations are corrected and a license is granted by the City Council.

425.3013 Reinstatement Fee. A fee set by City Council resolution must accompany any application for reinstatement of any license that has been denied or revoked under Section 425. This reinstatement fee is in addition to the license fees imposed pursuant to Section 425.3009.

425.3014 Rental Dwelling License Board of Appeals.

- (a) The Board is advisory to the City Council. They shall have the authority to hear and recommend action on all appeals from the Designated City Official to deny or revoke a rental dwelling license.
- (b) The Board shall render its recommendation in writing within twenty (20) days after the close of the hearing. The recommendation shall determine whether the dwelling or dwelling units therein, meets the standards of Section 425 and shall specify the basis of determination.
- (c) The Board shall mail a copy of its recommendation to the owner/designated agent and to each affected licensed dwelling unit(s).
- (d) The Board shall refer its decision to the City Council, which shall have final authority to deny or revoke the license. The City Council may hear argument from the owner/designated agent but shall take no further evidence. The City Council may affirm, modify, or reverse the decision of the Board.
- (e) The final decision of the City Council shall be mailed to the owner/designated agent.
- (f) A notice to tenants of the final decision shall be mailed to and prominently posted on the dwelling and or affected dwelling units(s). A notice of denial of an appeal shall indicate the date upon which tenants must vacate the dwelling and, for other than single family dwellings, shall clearly indicate which dwelling unit(s) are affected.

425.3015 Vacation of Affected Rental Dwelling. When an application for rental dwelling license has been denied, or a rental dwelling license has been revoked, or when the owner has not obtained a current rental dwelling license upon proper application as required by this Chapter, the Designated City Official shall order the dwelling or the affected dwelling units therein vacated, giving tenants seven (7) calendar days to arrange new housing and to move their possessions, except when extension of time has been granted by the Designated City Official.

425.3016 Unauthorized Removal of Notices is a Petty Misdemeanor. Any person who removes, defaces, tampers or in any way interferes with any notices posted pursuant to this article is guilty of a petty misdemeanor.

425.3017 Remedies in This Article Not Exclusive. The remedies provided in this Article

are not exclusive. They are in addition to, and do not supersede or preempt, other remedies such as condemnation, written violation orders and warnings, criminal charges for violation of substantive provisions of any City or State Code relating to Housing Maintenance, Fire Safety, Building Codes, Zoning, Health, and the like. Further, the remedies in this Article do not supersede or affect the legal rights and remedies of tenants provided under state law or this Code.

425.3018 Duties of Licensee. Every holder of a rental dwelling license shall:

- (a) Submit current application information as required by Section 425.3004 and 425.3008.
- (b) Post the license certificate when received from the Designated City Official. (MN STATUTE 471.9995). In multi-unit dwellings, it may be posted in a common area. In all other dwellings the license must be readily available upon request by the Designated City Official.
- (c) Maintain a current register of all tenants occupying a dwelling unit and the corresponding floor number, and unit number and/or letter and/or designation, within the building. The register shall be kept current at all times. The licensee shall designate the person who has possession of the register. The register shall be available for review by the Designated City Official or by warrant during normal business hours or upon any emergency situations.
- (d) Permit the Designated City Official, either voluntarily or pursuant to an administrative or other warrant, to enter upon the premises for the purpose of conducting inspections to verify compliance with the Rental Housing Code, IPMC and the Fire, Health, Zoning and Building Codes of the City. Such inspections shall be made at such frequencies as the Designated City Official deems appropriate and necessary. When practical, shall provide reasonable advance notice to the owner/designated agent.
- (e) The owner of any dwelling which is required to be licensed by Section 425 shall, prior to the time of sale of said dwelling, notify the buyer in writing of all current/pending violations issued by the Designated City Official pertaining to said dwelling and the requirement by law to be licensed with the City of Brainerd if remaining a rentable property. A copy of the notification shall be mailed to the Designated City Official within fourteen (14) business days of furnishing the notification to the buyer. If the dwelling is owned by a corporation, an officer of said corporation shall carry out the notification required by this Section. If the property is owned by more than one person, a notification by one of the owners shall satisfy this section. For the purposes of this Section, "time of sale" shall be construed to mean, when a written purchase agreement is executed by the buyer or in the absence of a

purchase agreement, upon the execution of any document providing for the conveyance of a dwelling required to be licensed.

425.3019 Notices. Whenever a notice is required to be sent to or served upon the licensee of a rental dwelling under Section 425, notice shall be deemed sufficient if sent by first class mail and/or email to the owner/ designated agent at the address specified in the last license application filed with the City of Brainerd under Section 425.3004. If a notice sent to the address specified in the last license application is returned, and the owner or designated agent cannot be found, then notice shall be sent to the person authorized in the last license application, under subsection 425.3004(c), as responsible for the maintenance and management of the premises and a notice shall also be posted on the dwelling and/or dwelling unit(s). Whenever notice is required to be sent or delivered to tenants of a dwelling unit under this article, notice shall be sufficient if sent by first class mail to the occupants of each licensed dwelling unit(s) at the address specified in the license application or the register that the licensee maintains pursuant to section 425.3018(b).

ARTICLE IV. ROOMING HOUSES

425.4000 Compliance Required. No person shall operate a rooming house, or occupy or let to another for occupancy any rooming unit in any rooming house, except in compliance with the requirements set forth in the Rental Housing Code.

425.4001 Communal Kitchens. Communal kitchens shall be permitted only in rooming house occupancies. Every rooming house within which the occupants of rooming units are permitted to prepare meals shall contain a communal kitchen that has adequate cooking, refrigeration and plumbing facilities to allow the preparation of meals in a clean and healthful manner by the occupants. Every communal kitchen shall be located within a room accessible to the occupant of each rooming unit sharing the use of such kitchens, without going outside the rooming house and without going through a unit of another occupant. The owner or operator of a rooming house wherein meals are served to tenants shall obtain a food and drink license as required by the Minnesota State Health Department.

425.4002 No-Cooking Signs. The operator shall post in every rooming unit a sign on which shall be written or printed in letters not less than one inch in height the following words "No Cooking Permitted in This Room" and such sign shall remain so posted at all times. No person shall cook or prepare meals in any rooming unit, and no operator knowingly shall allow cooking or preparation of meals in any rooming unit.

425.4003 Sanitary Maintenance. The owner or operator of every rooming house shall be responsible for the sanitary maintenance of all walls, floors, and ceilings, and for the sanitary maintenance of every other part of the rooming house; and he shall be further

responsible for the sanitary maintenance of the entire premises where the entire structure or building within which the rooming house is contained is leased or occupied by the operator.

425.4004 Reporting of Communicable Disease. The operator of a rooming house shall report to the County Health Authority within twenty-four (24) hours the name of any person living in the rooming house who is suffering from a communicable disease, and such report shall be made whenever there is reason to believe or suspect that any person in such rooming house may be afflicted with any communicable disease.

425.4005 Keeping of Register. Every person registered as a rooming house operator shall at all times keep a register within the rooming house, in which shall be written the names of all occupants renting or occupying rooming units in such rooming house. After the name or names of persons renting or occupying any rooming unit the operator, or operator's agent, shall write the number of the room or rooms which each person is to occupy, together with the date and hour when such room or rooms are rented, all of which shall be done before such person is permitted to occupy such room or rooms. The register shall be available for inspection by the Chief of Police, County Health Authority, Housing Inspector, or Fire Chief, or their authorized representatives.

425.4006 Entry of True Name in Register. No person shall write or cause to be written in any rooming house register any other or different name than the true name of such person or the name by which such person is generally known.

ARTICLE V. SHARED BATH DWELLING UNITS

425.5000 Compliance Required. No person shall occupy or let to another for occupancy any shared bath dwelling except in compliance with the requirements set forth in the Rental Housing Code.

425.5001 New Units Prohibited; Removal of Existing. New shared bath dwelling units shall not be installed. Existing shared bath dwelling units not of record shall be vacated and removed.

ARTICLE VI. BUILDING SECURITY

425.6000 Purpose. The purpose of this article is to require security devices in certain buildings used for dwellings and certain non-dwelling structures accessory thereto, as a safety, burglary and theft prevention measure. Such security devices shall be installed in a professional manner and maintained operable and effective as installed.

425.6001 GENERAL. Doors, windows or hatchways for dwelling unit(s) or rooming

units shall be provided with devices designed to provide security for the occupants and property within and shall comply with IPMC. Exception:

- (a) Rooming houses having six (6) or fewer rooming units and occupied by six (6) or fewer roomers may provide the required security by dead bolt locks on all exterior doors of said rooming house. Key locking shall be as required for other occupancies in this article.
- (b) All exterior doors on garages provided for the use of the non-owner occupants of dwellings shall be equipped with such locks, bolts, security bars or other approved security devices which, when in a closed, secure position, will prevent the doors from being opened from the outside.
- (c) To be openable without key. Except as hereinafter expressly permitted in this article, dead bolt locks, as required by this Section, shall be of a type openable from the inside without the use of a key or any special knowledge or effort. A lock bolt moved by a skeleton-type key shall not be used to provide security for any rental unit.

425.6002 Window Security. Window security shall comply with IPMC and shall be provided at the prime window or door. Latching or locking device on storm sash or screen frames will not be accepted as meeting the intent of this Section.

425.6003 Responsibility for Security. The owner/designated agent in charge of buildings covered by this Article shall be responsible for compliance with the terms and provisions of this Article.

425.6004 Numbering Units. All habitable units let to another in a multiple dwelling shall be numbered or lettered in an approved and conspicuous manner on each passage door leading from such unit. All passage doors from each unit shall have the same number or letter and no two (2) units shall bear the same number or letter. Cross reference Numbering of buildings, Section 425.6008.

425.6005 Mailboxes. Every owner shall provide a suitable mail deposit box for each rental unit. Such mail deposit box shall be approved by the United States Postal Service.

425.6006 Doorbells or Buzzers. Every multiple dwelling of eleven (11) or more dwelling units or eleven (11) or more rooming units shall be equipped with an operable system of bells, buzzers or other signaling devices which operate from the exterior of a locked entryway and signal either within each dwelling unit and rooming unit or in the hallway or common area of each floor of the building.

425.6007 Secured Egress and Ingress to be Provided for Certain Multiple Dwellings. All

multiple dwellings containing eleven (11) or more dwelling units or eleven (11) or more rooming units existing now or hereafter created shall provide the following security measures: all doorways leading to the exterior or to an exterior vestibule or entry must be secured by a locking device approved by the Designated City Official. The locking devices provided for required egress doorways shall be of a type that will engage and lock automatically when the door is in the closed position within the frame provided. Further, locks on such required egress doors shall be openable from the exterior by the use of a key or other approved device. A key box of a type approved by the Brainerd Fire Department shall be installed for access by Public Safety agencies of the City of Brainerd, namely, the Fire Department and Police Department. All locking common entry/egress doors on buildings with fewer than 11 units shall meet the key box requirement of this ordinance. All doors, whether required egress doors or auxiliary, shall be openable from the inside without the use of a key or any special knowledge or effort. All locking devices required by this section shall be kept in a professional state of maintenance and repair.

425.6008 Address Posting. Every dwelling shall have the proper street address number conspicuously posted in the front and in the rear or on a building accessory to such dwelling at the rear to be readily identified in case of fire or other emergency. The rear address number may be omitted if there is no public way at the rear of the building. The numbers required by this section shall be mounted on a permanently fixed surface, the numbers shall be Arabic, not Roman numerals or words, and shall be of sufficient size four (4) inches minimum height and of a contrasting color to be readily distinguishable and readable from the public way, front and rear.

425.6009 Easement Agreements.

- (a) No utility company may seek to enter a multi-unit dwelling in order to maintain, repair, replace, or remove any of its facilities without providing to the owner of the building not less than four (4) hours advance notice during normal business hours (8:00 a.m. to 5:00 p.m. Monday through Friday) except:
 - (1) In case of emergency;
 - (2) Meter reading, monitoring, adjustments, connecting, or reconnection;
 - (3) At the request of the tenant;
 - (4) To protect the health and safety of the tenants;
 - (5) When the activity does not require the company to access the building through the security doors.

ARTICLE VII. MISCELLANEOUS

425.7000 Storm Windows and Doors that are provided by the owner shall be maintained and functional and used properly for energy saving manner.

425.7001 **Basement Space May be Habitable.** No basement space shall be used as a habitable room or dwelling unit unless:

- (a) The floor and walls are impervious to leakage of underground and surface runoff water.
- (b) The total window area in each room is equal to at least the minimum window area sizes as required in current the Building Code.
- (c) The total openable window area or mechanical ventilation in each room is equal to at least the minimum s required in the current Building Code.
- (d) At least one emergency escape and rescue opening is provided. Every sleeping room shall have at least one openable emergency escape and rescue opening as required in Section 702.4 of the IPMC.

425.7002 **Fire Extinguishers.** No person shall tamper with, meddle with, remove, empty, damage, or destroy any extinguisher except in the event of fire or authorized inspection. In dwellings of two or less dwelling units, fire extinguishers shall be provided inside each unit. Two or more dwelling units extinguishers must be located within 75 feet of all unit(s) entrance doors. The minimum size and classification shall be Model 2A10BC. A tag with the name of the servicing company and the service date, or a tag with the date placing the extinguisher in service, shall be affixed to the extinguisher and shall remain affixed until the next servicing.

ARTICLE VIII. CONDUCT ON PREMISES

425.8000 **Conduct on Licensed Premises**

- (a) The Brainerd Police Department shall be responsible for the enforcement and administration of this Section.
- (b) It shall be the responsibility of the licensee of a rental premises license to take appropriate action, with the assistance of the appropriate City of Brainerd Staff, following a pattern of disorderly conduct or use by tenants and/or their guests on a licensed dwelling unit(s) premises which is determined to be disorderly (in violation of any of the following statutes or ordinances) to prevent further violations.
 - (1) Minnesota Statutes, Section 609.75 through 609.76, which prohibits gambling;
 - (2) Minnesota Statutes, Section 609.321 through 609.324, 617.80, Subdivision 4 which prohibits prostitution, sex trafficking and acts related thereto;
 - (3) Minnesota Statutes, Section 152.01 through 152.025, and Section 152.027,

Subdivisions 1 and 2, which prohibit the unlawful sale or possession of a controlled substances.

- (4) Minnesota Statutes, Section 340A.401, which prohibits the unlawful sale of alcoholic beverages; and section 2007.05(a)(1) of the Brainerd City Code which addresses Social Host violations involving underage drinking;
 - (5) Minnesota Statutes, Section 609.72, which addresses disorderly conduct. The City of Brainerd will count violation(s) of disorderly conduct against a licensed dwelling unit under Section 425.2020 of this ordinance when the violation disturbs the peace and quiet of the occupants of at least two (2) units on the licensed premises or other premises, other than the unit occupied by the person(s) committing the violation; or when at least (2) distinct violations, separated by no more than sixty (60) days, disturbing the peace and quiet of at least one (1) unit on the licensed premises or other premises, other than the unit occupied by the person(s) committing the violation, and the violations are reported by distinct and separate complaints;
 - (6) Minnesota Statutes, Section 97B.021, 97B.045, 609.66 through 609.67 and 624.712 through 624.716, and Section 520.01 of Brainerd City Code which prohibits unlawful use or possession of a firearm;
 - (7) Section 2014 of the Brainerd City Code, which address noise related issues;
 - (8) Minnesota Statute 504B.171, Eviction for Illegal Activities.
- (c) The Brainerd Police Department shall make the determination that a violation of disorderly conduct or use as described in Subsection (b) has occurred on the licensed premises based upon substantial evidence to support such a determination utilizing established procedures. It shall not be necessary that criminal charges be brought to support a determination of a violation of disorderly conduct or use, nor shall the fact of dismissal or acquittal of such a criminal charge operate as a bar to adverse license action under this Section. The Brainerd Police Department shall notify the licensee and tenant by certified mail, and/or email of the violation and direct the licensee to take appropriate action with the assistance of the Brainerd Police Department to prevent further violations.
- (d) Management Plan Required: The Owner or Operator of a licensed dwelling unit(s) must submit a written management plan in a format prescribed by the Brainerd Police Department whenever any of the following occurs:
- (1) A violation as described in Subsection (b) and as determined in Subsection (c) is deemed to be a threat to public safety; or

- (2) A second violation of disorderly conduct or use by tenants and/or guests of a licensed dwelling unit on the premises occurs within twelve (12) months of a violation for which a notice in Subsection (c) was given; or
 - (3) For licensed multiple dwelling unit(s) on a premises, if more than four (4) violations as described in Subsection (b) occurs within twelve (12) months of a violation for which a notice in Subsection (c) was given.
 - (4) The licensee shall submit the written management plan to the Brainerd Police Department within ten (10) days of receipt of the violation(s) of disorderly conduct or use on the premises. The written management plan shall detail all actions taken by the licensee in response to all violation of disorderly conduct or use on the premises within the preceding twelve (12) months. The written management plan shall also detail all actions taken by the licensee to prevent further violation(s) of disorderly conduct or use on the premises. Failure to submit a written management plan may result in an action to deny or revoke the license of the subject dwelling unit(s). An escalated reoccurring fee will be assessed by the city fee schedule for failure to submit a written management plan.
- (e) Recurring violations on a premises operating under a management plan as described in Subsection (d) may result in the following actions taken:
- (1) If a third violation of disorderly conduct or use by tenants and/or guests of a licensed dwelling unit on the premises occurs within twenty-four (24) months of the first of any two (2) previous violation of disorderly conduct or use for which notices were sent to the licensee pursuant to this section, the dwelling unit license for the premises may be denied or revoked. Action shall be initiated by the Brainerd Police Department in the manner described in Section 425.3012.
 - If a second violation of disorderly conduct or use by tenants and/or guests of a licensed dwelling or dwelling unit on the premises occurs within twelve (12) months of the first violation of disorderly conduct or use for which a notice was sent to the licensee pursuant to this section requiring the submittal of a management plan under Subsection (d)(3), the dwelling unit license for the premises may be denied or revoked. Action shall be initiated by the Brainerd Police Department in the manner described in Section 425.3012.
 - (2) For licensed multiple dwelling unit premises, if three (3) additional violations as described in Subsection (b) occur within twenty-four (24) months following a requirement to submit a management plan under Subsection (d)(3), the Housing Inspector shall require an immediate inspection of all licensed dwelling unit(s) of the premises and may impose a penalty of ten (10) points as described in Section 425.3006 (e) to each licensed dwelling

unit of the premises. Such penalty points shall not be considered a major violation under Section 425.3006 (e).

For licensed multiple dwelling unit premises, if three (3) violations as described in Subsection (b) occur within twenty-four (24) months following a requirement to submit a management plan under Subsection (d)(3), action shall be immediately taken to revoke or deny the rental

- (f) No adverse license action shall be imposed where the instance of a violation of disorderly conduct or use on the premises of a licensed dwelling unit occurred during the pendency of eviction proceedings or after proper notice is given by the licensee to a tenant to vacate the dwelling unit, where the violation of disorderly conduct or use was related to conduct by that tenant or his/her guests. Eviction proceedings shall not be a bar to adverse license action, however, unless they are diligently pursued by the licensee. A notice to vacate shall not be a bar to adverse license action unless a copy of the notice is submitted to the Brainerd Police Department within ten (10) days of receipt of the violation notice. Further, an action to deny or revoke a rental license based upon violations of this section may be postponed or discontinued by the Brainerd Police Department at any time if it appears that the licensee has taken appropriate action to prevent further violation(s) of disorderly conduct or use.



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by:	Department:
Presenter (Name & Title):	Estimated Time Needed:
Summary of Issue:	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion:	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	

RESOLUTION NO. XX:22

ESTABLISHING THE RESIDENTIAL AND COMMERCIAL CUSTOMER ENERGY EFFICIENCY LOAN PROGRAM

WHEREAS, the City of Brainerd, by and through its municipal utility, Brainerd Public Utilities (“BPU” or “Borrower”), developed the Residential and Commercial Customer Energy Efficiency Loan Program (“Program”) for the rural areas in BPU’s service territory, which is intended to be funded with the proceeds from the United States Department of Agriculture’s Rural Energy Savings Program; and

WHEREAS, BPU will offer a low interest loan program for both residential and commercial customers to update their residence or business to become more energy efficient; and

WHEREAS, BPU developed a comprehensive implementation work plan and financial forecast for the Program; and

WHEREAS, BPU has developed a comprehensive measurement and verification program in connection with the Program; and

WHEREAS, the financial forecast, the implementation work plan, the measurement and verification program, and related documents will be considered by the Rural Utilities Service, an agency of the United States Department of Agriculture, in making a determination to make a financially feasible and adequately secure loan to BPU; and

WHEREAS, BPU, on behalf of the City, intends to submit a loan application under the Rural Energy Savings Program Loan as prescribed in the Rules and Regulations published in the Federal Register, Vol. 85, No. 64 on April 2, 2020.

NOW, THEREFORE, be it resolved by the City Council of the City of Brainerd, Minnesota:

1. The implementation work plan, the financial forecast and related documents in connection with the Program are hereby approved.
2. BPU’s officers, supervisors, and staff are authorized to carry out all necessary actions – including but not limited to the executing and attesting all necessary documentation- in connection with the loan application to participate in the Rural Energy Savings Program as provided in the NOSA.
3. BPU’s officers are authorized to apply for and accept a loan in the amount of Two Million Dollars (\$2,000,000) to carry out the Program.
4. The loan shall bear a maturity date to cover an approximate period of 20 years.

Adopted this ____ day of _____, 2022

KELLY BEVANS
President of the Council

Adopted this ____ day of _____, 2022

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator

CERTIFICATION OF CITY CLERK

I, Jennifer Bergman, City Clerk and Administrator of the City of Brainerd, do hereby certify that the above is a true and correct copy of a Resolution adopted at the meeting of the City Council of the City of Brainerd on _____, 2022, at which a quorum was present and voted.

Jennifer Bergman
City Administrator

Rural Energy Savings Program (RESP)

What does this program do?

The Rural Energy Savings Program (RESP) provides loans to entities who provide energy efficiency services in rural areas that agree to make affordable loans to help consumers implement cost-effective, energy efficiency measures. This program, authorized by Congress in the 2014 Farm Bill, helps to build a cleaner and more sustainable domestic energy sector for future generations. RESP will help lower energy bills for rural families and businesses and will reduce barriers to investment in energy efficiency projects or activities.

Who may apply for this program?

Eligible applicants include current and former Rural Utilities Service (RUS) borrowers, subsidiaries of current or former RUS borrowers, entities that provide retail electric service in rural areas and any other entities that provide or propose to provide eligible purposes under RESP, including energy efficiency, renewable energy, energy storage or energy conservation measures and related services, improvements, financing, or relending.

How is RESP different from the Energy Efficiency and Conservation Loan Program (EECLP)?

- RESP offers a lower-cost financing option—a zero percent interest rate;
- RESP also has a broader pool of eligible borrowers (utilities, nonprofit organizations, municipalities, states and eligible energy efficiency service providers), while EECLP program borrowers are limited to utilities that serve rural areas;
- RESP offers longer loan terms: 20 years versus 15 years for EECLP loans.

How may funds be used?

Funds may be used to implement energy-saving measures, or to help reduce energy costs incurred by qualified consumers.

How do we get started?

Applications for the RESP program will be accepted on a first-come, first-served basis until funds are depleted. To be considered for funding, applicants should submit a letter of intent to RESP@usda.gov. More information is available in the annual funding announcement published in the Federal Register.

What are the Loan Terms?

The RUS borrower is eligible to apply for a loan of up to 20 years at a 0 percent interest rate. (Up to 4 percent of the loan total may be used for startup costs.) The RUS borrower can charge an interest rate of up to 5 percent for relending to qualified consumers.

What governs this program?

These loans are made available under the authority of section 6407 of the Farm Security and Rural Investment Act of 2002 (7 U. S.C. 8107a) (Section 6407).

How do I learn more?

For more information about the program, please contact Robert Coates at Robert.Coates@usda.gov.

NOTE: Because citations and other information may be subject to change, please always consult the program instructions listed in the section above titled “What Governs This Program?” You may also contact your local office for assistance. You will find additional forms, resources, and program information at rd.usda.gov. USDA is an equal opportunity provider, employer, and lender.



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by:	Department:
Presenter (Name & Title):	Estimated Time Needed:
Summary of Issue:	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion:	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	